



CITY OF
ISSAQUAH
WASHINGTON



2015 Proposed Budget

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CITY OF
ISSAQUAH
WASHINGTON

2015 Proposed Budget



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2015 Proposed Budget



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Introduction

An introduction to the City of Issaquah and its
budget document.

Reader's Guide to the Budget

The City of Issaquah (the City) adopts a balanced budget each year; annual City expenditures must not exceed annual City revenues. Cities draw revenue from a wide variety of sources, divide their expenditures into separate funds, and allocate their program expenditures in ways that serve the special needs of a municipal government. To be prudent, each year a City may decide to place some of its resources into reserves to cover future emergencies or unanticipated opportunities.

Budgets for cities are complex, with much of this complexity allowing for proper accounting and tracking techniques as required by State law and governmental accounting practices.

This guide is designed to make the City's budget more understandable and usable for the reader. The guide lists each major section of this document in the order that it appears and provides a brief description of what will be found in that section. Please refer to the Table of Contents for specific section locations and content details.

Organization of this Document

SECTION 1: INTRODUCTION

The section introduces the City of Issaquah to its reader.

SECTION 2: OVERALL BUDGET SUMMARY

The section presents the Mayor's budget message which articulates City initiatives and issues for the annual budget. Following the budget message are the Summary of Revenue and Expenditures for all City funds.

Also included in the section is staffing level information, a comprehensive description of the priorities and goals set forth by Council including a prior year status update, the City's

budget procedure and calendar, as well as the City's Fiscal Policies.

SECTION 3: GENERAL FUND SUMMARY

The section presents budget information organized by department and division preceded by a detailed summary of overall General Fund expenditures and revenues.

SECTION 4: GENERAL FUND DEPARTMENTS

In this budget section each department presents mission statement, work plan for the year, and expenditure budget. The last subsection, labeled Other General Governmental Services, provides detail information for miscellaneous services that benefit all City departments.

SECTION 5: SPECIAL REVENUE FUNDS

The section presents budget information for Special Revenue funds, which are funds established to account for specific resources that are legally restricted to expenditures for specified purposes.

SECTION 6: DEBT SERVICE FUNDS

The section presents an overview of Issaquah's debt program, including a schedule of the City's overall outstanding debt and financial data related to each of the City's governmental debt service-related funds.

SECTION 7: CAPITAL FUNDS

The section presents a listing of detailed revenues and expenditures of the City's Governmental Capital Projects Funds. Projects include improvements to City facilities, streets and transportation infrastructure, parks and open space and other non-utility (enterprise) construction projects.

SECTION 8: ENTERPRISE FUNDS

The section presents the City's water, sewer and stormwater utilities' functions - including the operating, debt service and capital improvement funds for each utility. A list of the capital projects related to each utility is included along with a detailed project description. Public Works Operations and Public Works Engineering Departments are presented in this section.

SECTION 9: INTERNAL SERVICE FUNDS

The section presents the City's funds which are used to account for the financing of services performed by one division or department for the benefit of other City divisions.

SECTION 10: SUPPLEMENTAL SCHEDULES

The section presents other general and demographic information about the City. Such information includes historical trends in property tax collection, salary schedules for all job classifications, utility rates for the budget year, and a Glossary of Terms.

View of Issaquah "Alps"



Community Profile

Issaquah History

The Issaquah area was first called **Squak**, a Native American name that referred to the calls and squawks of the many water birds which frequented the boggy land, swamps, and creeks of the valley. Several years later, the citizens changed the town's name to Gilman, after Daniel Gilman, who was responsible for bringing the railroad to the area.

Gilman was incorporated in April 1892. In 1899 the City's name became Issaquah.

Issaquah is one of only four cities in King County incorporated before 1900. Mining and lumber were Issaquah's first economic bases. Boeing's first wooden seaplane took off from Lake Sammamish, at the northern edge of Issaquah.



Issaquah Today

The City of Issaquah is a vibrant, growing community nestled in the foothills of the Cascade Mountains. Located along I-90, just 16 miles east of Seattle on the south end of Lake Sammamish, Issaquah offers cultural and educational opportunities typically available in larger urban areas.

Named one of the "Best Towns" nationwide by Outside Magazine (October 2011), Issaquah is a great destination for residents and visitors alike.

Cougar, Tiger and Squak mountains form the natural wonders at the base of the Cascades - what many refer to as the "**Issaquah Alps**" - providing boundless opportunities to enjoy outdoor sports and activities. The many trails in the



Issaquah Leadership



behalf of its citizens to make *"Issaquah - a special place where people care."*



Issaquah operates under the Mayor-Council form of government. The seven-member City Council establishes citywide policy and provides leadership for the community. The elected Mayor is responsible for the day-to-day administration of City business, implementation of Council policies, and establishment of operating policies and processes, utilizing an Executive Team consisting of a City Administrator, Deputy City Administrator and eight Department Directors.

Issaquah at a Glance...

Population ^a	32,880	Total Jobs (2012) ^d	20,761
34th Largest Washington City		# of Active Business Licenses (2014)	5,132
Land Area	10.85 Square Miles	Largest Employers	Costco, Microsoft, City of Issaquah, King Co. Library System
Miles of Paved Streets (2010)	90		
Elevation	130 feet		
Annual Precipitation ^b	57 inches	<u>Demographics (2010 Census):</u>	
Warmest Month on Average ^b	July	19 and under	25%
Coolest Month on Average ^b	December	20 - 64.....	62%
# of Water Utility Customers	6,798	65 and over	13%
# of Sewer Utility Customers	6,231	Median Household Income.....	\$66,147
# of Stormwater Utility Customers.....	7,979	Median House Value	\$468,300
School Enrollment (2013-2014) ^c	18,832	Average Household Size	2.34

a Washington State Office of Financial Management
b The Weather Channel, weather.com

c	Washington State Office of the Superintendent of Public Instruction, Pre-Kindergarten - 12th Grade
d	Puget Sound Regional Council

Elected Officials



Fred Butler, Mayor



Mary Lou Pauly,
Position #1



Nina Milligan
Position #2



Eileen Barber,
Position #3



Joshua Schaer,
Position #4



Stacy Goodman,
Deputy President
Position #5



Paul Winterstein,
Council President
Position #6



Tola Marts,
Position #7

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Executive Staff

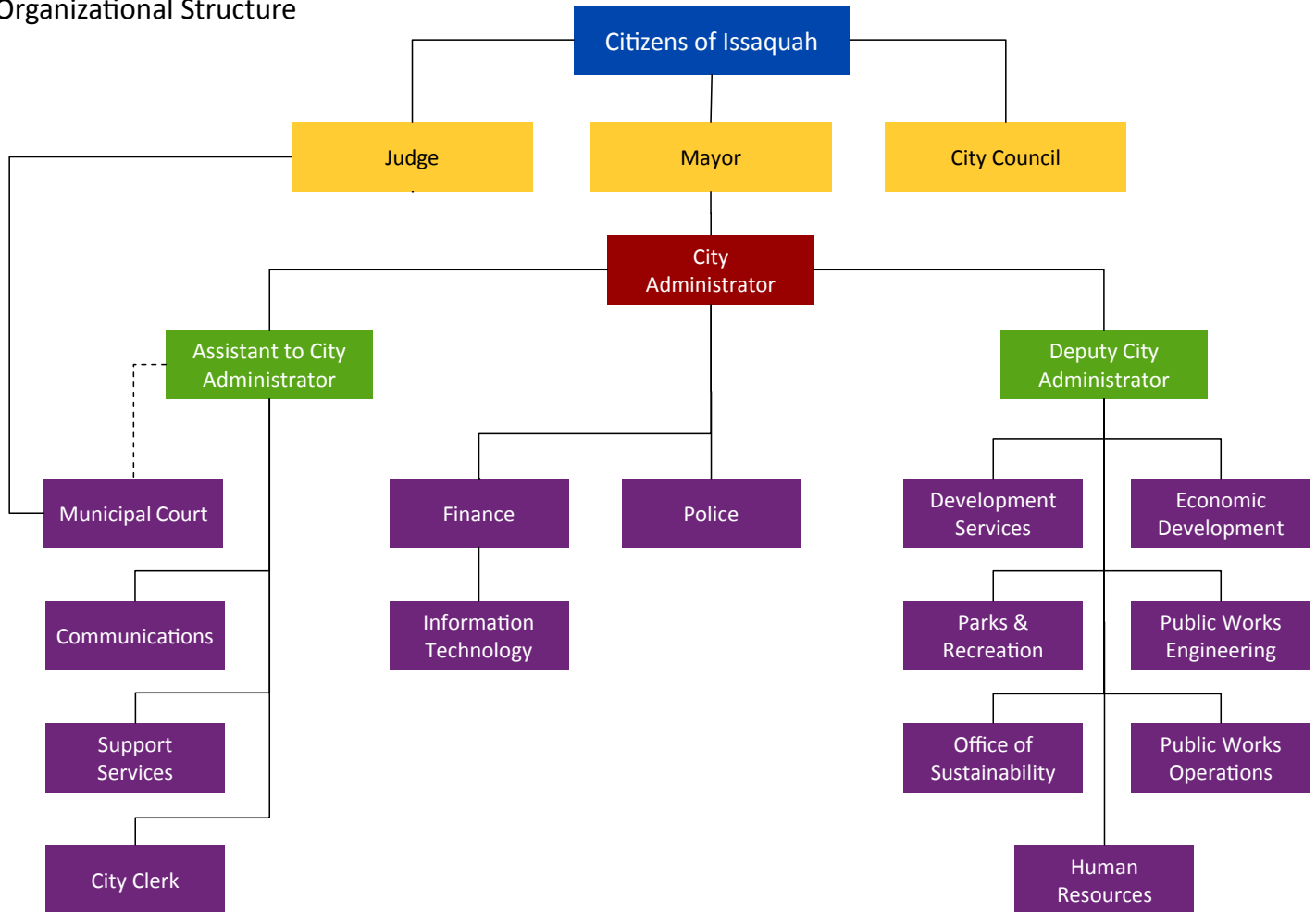
City Administrator	Robert Harrison
Deputy City Administrator	Emily Moon
Chief of Police	Scott Behrbaum
Development Services Director	Charlie Bush
Economic Development Director	Keith Niven
Finance Director	Diane Marcotte
Office of Sustainability Director	David Fujimoto
Parks & Recreation Director	Anne McGill
Public Works Engineering Director	Sheldon Lynne
Public Works Operations Director	Bret Heath

Judicial Staff

Municipal Court Administrator	Lynne Campeau
Municipal Court Judge	Norman Stewart



Organizational Structure



City of Issaquah Committees, Boards & Commissions

The City of Issaquah encourages citizens to volunteer on a city board or commission. Expired terms and vacancies are advertised in the Issaquah Press and on the City's website every January. Terms begin on May 1st of each year.

Current board and commission members serving in positions with terms expiring must submit an application to request reappointment. Appointments are made by the Mayor and confirmed by City Council. Occasionally, the City has position openings for boards, commissions, or ad hoc committees during the year. Openings are advertised in the Issaquah Press and on the City's website.

~ Committees ~

- ☞ Committee of the Whole Council (COW)
- ☞ Council Services & Safety Committee (SSC)
- ☞ Council Land and Shore Committee (LSC)
- ☞ Council Infrastructure Committee (CIC)

~ Boards ~

- ☞ Cemetery Board
- ☞ River and Streams Board
- ☞ Library Board
- ☞ Youth Advisory Board
- ☞ Park Board
- ☞ Lodging Tax Advisory Committee

~ Commissions ~

- ☞ Arts Commission
- ☞ Hearing Examiner
- ☞ Cable TV Commission
- ☞ Human Services Commission
- ☞ Civil Service Commission
- ☞ Planning Policy Commission
- ☞ Development Commission
- ☞ Sister Cities Commission
- ☞ Economic Vitality Commission
- ☞ Urban Village Development Commission

City Services Directory

The City has facilities located throughout Issaquah. We have included a list of the various operations and where they are located for convenience of the reader.

CITY HALL/POLICE FACILITY, 130 E. SUNSET WAY, ISSAQUAH, WA 98027

Executive Department.....	425-837-3020
City Administrator	
Mayor	
City Clerk/General Services.....	425-837-3000
City Council	
General Information	
Passport	
Finance Department	425-837-3050
Business & Occupation Taxes	
Utility Licensing & Taxes	
Utility Billing	425-837-3070
Police.....	425-837-3200
Jail	425-837-3268
Records.....	425-837-3780



COMMUNITY CENTER, 301 NORTH RAINIER BLVD., ISSAQUAH, WA 98027

Parks & Recreation Department.....	425-837-3301
Administration	
Recreation	



JULIUS BOEHM POOL, 50 SE CLARK ST., ISSAQUAH, WA 98027

Parks & Recreation - Aquatics.....	837-3350
------------------------------------	----------



**CITY HALL SOUTH, 135 E. SUNSET WAY,
ISSAQUAH, WA 98027**

Municipal Court	425-837-3170
Probation Office	
City Council Chambers	425-837-3000



**CITY HALL NORTHWEST, 1775 12TH AVE. NW,
ISSAQUAH, WA 98027**

Human Resources	837-3040
Deputy City Administrator	837-3020
Development Services	837-3100
Permit Center	
Economic Development	837-3450
Public Works Engineering	837-3400



CITY SHOP, 670 1ST AVE. NE, ISSAQUAH, WA 98027

Public Works Operations.....	837-3470
Water Utility Maintenance & Operations	
Sewer Utility Maintenance & Operations	
Stormwater Utility Maintenance & Operations	
Streets Maintenance	
Fleet Operations	



**FIRE STATION/EASTSIDE FIRE & RESCUE,
190 E SUNSET WAY, ISSAQUAH, WA 98027**

Fire Administration	425-313-3200
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Overall Budget Summary

Transmittal letter, summary of expenditures and revenues for all funds as well as Council goals, budget process, and financial policies.



October 3, 2014

Dear City Councilmembers,

As mayor of Issaquah, I am pleased to present the 2015 Preliminary Budget. This budget reflects our vision and priorities for our community, and continues to build upon our successes. It reflects our challenging economic times by focusing on essential services and demonstrates our commitment to effectively allocate our resources to provide the highest possible customer service to our community. This budget delivers a high level of service that our citizens and businesses expect – and in an efficient manner – with the revenue required to it.

The City's budget is critical to both the short and long-term success of all City operations. It establishes a framework for the financial priorities, staffing and allocation of other resources.

This document continues to build on the City's organizational mission, financial plan and strategic priorities. Just as we did in past years, we continue to seek ways to improve services at a lower cost through efficiency measures, partnerships and service evaluation.

The Preliminary Budget includes the City's General Fund, which supports basic government services, such as police, planning, economic development, parks and recreation, support services and municipal court. It also includes more than 30 additional funds for special revenues, debt service, capital projects, enterprise, internal service and trust funds.

The City's total appropriation budget is \$168,812,439 with the General Fund representing \$46,755,053 of the total — nearly 28 percent of the total budget. The 2015 General Fund budgeted expenditures are seven percent greater than the 2014 budget. The key increases are \$789,000 for

contracted services, \$278,000 for human service programs, \$483,000 for street operations, \$1,079,000 for expedited development reviews that are paid for by the applicant; and \$300,000 to cover employee retirements and anticipated payout of accrued benefits.

While projects, initiatives and budget numbers have changed over the years, one thing hasn't, our commitment to sustainability, whether financial, environmental or for our community. Earlier this year, Issaquah became one of the few cities in Washington State to achieve the AAA bond rating from Standard & Poor's. This demonstrates our strong commitment to financial sustainability. From day-to-day expenses to larger onetime initiatives, this budget forms the building blocks to creating a sustainable community with a strong economic base, continued respect for the environment and a coveted quality of life for our citizens.

Investing in Our Future

Our community has tangible needs today that must be delivered in the short term. And additional growth is coming to Issaquah in the next several years that necessitate long-range planning. Now is the time to assess our current infrastructure, fix what needs to be repaired and invest in our future.

Several budgeted road improvements will focus on relieving traffic congestion in north Issaquah, including the widening of East Lake Sammamish Parkway, which will start next year. We will also start designing a new road that will extend Southeast 62nd Street from the parkway to Lake Drive.

With an eye toward the future, this budget includes \$75,000 to begin developing a Mobility Master Plan for Issaquah. This plan will help us implement the City's multi-modal vision including pedestrian and bicycle facilities, streets, transit and alternative modes of travel, as well as parking strategies, its short-term tactics and its funding mechanisms.

This year, we installed new flashing yellow lights at key intersections throughout town. The positive response from local drivers was overwhelming. Next year, we're proposing to spend \$123,000 for additional lights to keep traffic moving.

Next year, our community will continue to reap the rewards of the 2013 Voter Approved Bond issue, from major renovation of Julius Boehm Pool to adding artificial turf at Central Park. We'll be working hard to obtain a \$2.5 million state grant during the 2015 legislative session for Confluence Area Park.

I've also budgeted \$85,000 to pave a trail connecting west Central Park to the nearby neighborhood.

Finally, we'll be celebrating the opening of a new skate park in 2015. This year's public process made clear the community's vision and excitement for the park. To meet this vision, my proposed budget includes an additional \$150,000 to build our users' preferred design.

Economic Development

The City of Issaquah is working hard to strengthen Issaquah's future by enhancing our community's reputation as a place where people want to live, conduct business and have fun.

We have celebrated the opening of a number of new businesses in Issaquah. Grand Ridge Plaza, the new retail core in the Issaquah Highlands, is bustling with activity. Meanwhile, we remain committed to diligently working to strengthen Issaquah's economy and creating more local jobs.

We're supporting the City Council's goals of enhancing Olde Town by funding improvements to the historic Shell Gas Station on Front Street. Funding has also been provided for a professional marketing packet to recruit targeted business sectors.

We will also continue to assist with tourism efforts in 2015, as we support the creation of a non-profit organization to attract visitors, who will ultimately reinvest in our local business and economy.

On the valley floor, our team is focused on implementing the first steps of the Central Issaquah Plan, which will guide the long-term evolution of our commercial core into a more sustainable urban area that will meet our community's needs for environmental protection, jobs, housing and transportation.

Environment

Our commitment to the environment is paramount to Issaquah.

Next year we plan to restore valuable habitat along the East Fork of Issaquah Creek, adjacent to Confluence Area Park. Our investment is approximately \$1.3M.

We have set aside funding of \$600,000 for the continued acquisition of open space funded by the 2013 voter approved bonds.

The budget contains an additional \$340,000 to help fund several other habitat restoration projects throughout the City, such as removing invasive plants, reintroducing native vegetation and mending flood-damaged areas.

Quality of Life

Issaquah has not been immune to these challenging economic times. This is increasingly clear among the nonprofit agencies that fulfill our community's human service needs. It is important that the City continue to partner with these agencies to cost-effectively deliver services. From the long lines at the Issaquah Food and Clothing Bank, to the attendance at our regional winter shelters, the need is clear.

We recognize that city government shares in the responsibility for meeting our community's basic human needs. For 2015, the City of Issaquah has increased the funding for human service agencies. The funding for 2014 was \$288,000 and we have increased the 2015 amount to \$291,000. Additional

investments in human services bring the City's total investment to \$898,200. Our community members rely on this funding for essential services from childcare resources to crisis phone lines.

We strive to be a healthy community where every person is considered essential, and where meeting basic human needs is considered a shared responsibility. This extra funding will help us reach that vision.

We are also focused on developing a human service campus, which will become a one-stop shop for people in our community to receive support from a variety of human services agencies.

The budget continues our long term commitment to ARCH (A Regional Coalition for Housing). \$50,000 is included for the trust fund to help preserve and increase the supply of housing for low- and moderate-income households in the region. Issaquah has greatly benefitted from the trust fund in the past, and will continue to do so in the future.

As we continue to grow, it is essential that we offer a variety of housing options in Issaquah to ensure everyone can live, work and play in one community.

Efficiencies

Our employees continue training on how we can provide the best customer service possible in the most efficient manner. Employees continue to be trained on High Performance Organization philosophy and LEAN training that results in more value for customers with fewer resources.

Investment in new technologies can help enhance our productivity, performance and internal communications. We plan to upgrade our financial accounting system over the next two years to an Enterprise Resource Planning (ERP) system that is estimated to cost \$600,000. This will boost our productivity and enhance communications between departments because we will have more integrated applications.

Like other employers, the City of Issaquah is confronting increases in employee costs. In 2013, in an effort to reduce future increases, the City Council approved the innovative program of self-funding medical plans for our employees. I am pleased to share that the self-funded medical insurance

premiums will not increase this year.

We continue to invest in our employee wellness program as well as increasing our education programs on healthcare. Our goal is to slow the growing costs of healthcare, while still offering more options for our employees.

Budget Snapshot

General Fund

- ☞ Includes the legally authorized increase in property taxes of one percent. This is an annual increase of around \$4.19 a year for a house valued at \$420,000. The rise in the valuation of existing property will result in a tax rate decrease in 2015.
- ☞ Includes an increase in Business and Occupation Tax effective April 1, 2015.
- ☞ Includes a planned-for reorganization of some Parks and Recreation programs which results in a long term saving of \$293,500 annually.
- ☞ Includes holding the senior planner and associate planner positions vacant due to the corresponding decrease in revenue resulting in a savings of \$225,000 annually.
- ☞ Includes continued financial support of our non-profit partners.

Estimated ending fund balance for all funds is \$41,718,847. Overall, the General Fund continues to be balanced for 2015 with adequate reserves. The General Fund will end 2015 with an estimated fund balance of \$7,982,763.

Meanwhile, the 2015 budget maintains existing utility rates. Rates studies are planned for each of the utilities in the coming year. Our utility operating funds will end the year with sufficient reserves to meet the guidance in our financial policies.

This budget also provides funding for Talus street lights of \$35,000 from our Street Operating fund.

A large portion of capital expenditures are prior commitments, including debt payments of nearly \$2.3 million for councilmanic bonds, which were used to construct a variety of public facilities.

Other major capital projects planned for the year include:

- ✧ Dogwood Bridge Replacement (\$2,418,000)
- ✧ Complete Streets Program (\$720,000)
- ✧ Annual Street Overlay Program (\$800,000)
- ✧ Annual Sewer Main Rehab Program (\$350,000)
- ✧ West Lake Sammamish Pkwy Drainage Improvements (365,000)
- ✧ Mt. Park Pump Station Upgrade (\$1,300,000)

Outlook for 2015 and Beyond

The outlook shows a regional economy that should continue to experience growth throughout the year but at relatively slow rate. However, short-term interest rates are still expected to remain at historically low levels.

It is anticipated the retail sales will continue to grow slowly and construction will begin to slow down as several large projects are completed.

Similar to prior years, some budget issues may arise during 2015 that will need to be addressed at the time they occur. One known topic is the assumption of the South Cove water and sewer service. Staff has been working with representatives from the City of Bellevue. It is anticipated that this issue will be brought forward in mid-2015.

Beyond next year we will continue to monitor the requirements of the Affordable Health Care Act, in particular the Cadillac Tax that takes effect in 2018,

as well as increases in contribution rates to the State retirement system.

Conclusion

Our city continues to be in a solid position, thanks to strong leadership and careful planning. As Mayor, I'm committed to setting the stage for continuing success.

In 2015, we will focus on strengthening our wonderful community and regional partnerships, maintaining our focus on sustainability and planning for what's next. This budget maintains our momentum and ensures that the City provides essential services that continuously improve the quality of life in Issaquah.

Our vision of a sustainable Issaquah – complete with a thriving natural environment, strong economic base and excellent quality of life for our citizens – is something we will continuously strive for, year after year, decade after decade.

Together, I am confident we can successfully prepare for Issaquah's future, all while continuing to provide exceptional customer service today.

Respectfully submitted,



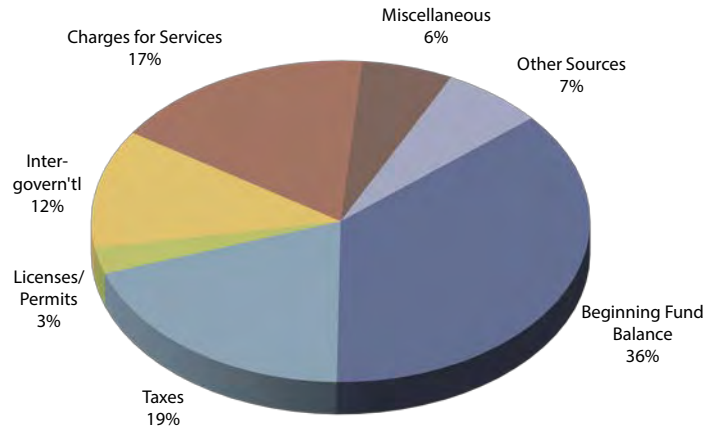
Fred Butler, Mayor



Summary of Expenditures and Revenues by Fund

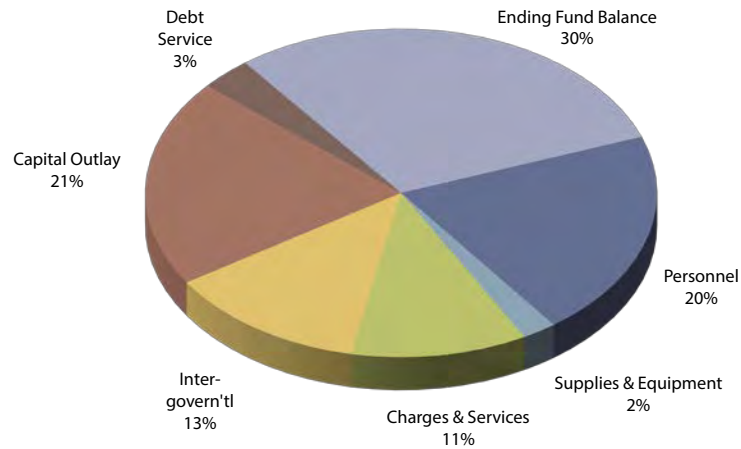
	<i>Fund Name</i>	<i>Beginning Fund Balance</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Ending Fund Balance</i>
	General	\$ 7,995,813	\$ 38,759,240	\$ 38,772,290	\$ 7,982,763
Special Revenue Funds	Street	676,038	3,653,200	3,753,200	576,038
	Cemetery	334,827	87,000	84,500	337,327
	Municipal Art	341,676	309,200	254,900	395,976
	Community Sustainability	47,515	894,825	892,800	49,540
	Communications	548,101	516,000	510,400	553,701
	Lodging Tax	101,741	125,000	125,000	101,741
Debt Service	Voted G.O. Debt	663,458	1,703,000	1,703,000	663,458
	Non-Voted G.O. Debt	29,352	2,287,000	2,287,000	29,352
	LID Debt Service	57,513	328,000	328,000	57,513
	LID Guaranty	977,882	1,500	-	979,382
	Arbitrage Rebate	62,613	-	-	62,613
Capital Projects	Capital Improvement	1,429,666	4,262,050	5,356,330	335,386
	Mitigation	12,442,334	395,000	525,260	12,312,074
	City Shop Construction	650,779	-	135,400	515,379
	Newport Way Improvement	145,814	-	-	145,814
	Street Improvement	889,123	20,149,200	20,129,770	908,553
	ITS Traffic Signal System	270,234	500	123,700	147,034
	Fire Station #72 Construction	104,474	-	-	104,474
	Highlands Park Facilities	16,387	-	16,387	-
	Park Improvement/Acquisition	7,881,195	100,387	7,802,100	179,482
Enterprise Funds	Water	4,056,724	6,762,450	7,444,700	3,374,474
	Water Revenue Bond	662,888	600,000	639,500	623,388
	Water Capital Projects	4,438,671	3,207,000	4,444,900	3,200,771
	Sewer	1,818,613	7,707,500	7,312,300	2,213,813
	Sewer Capital Projects	3,296,149	185,000	211,625	3,269,524
	Stormwater	1,907,520	4,461,000	4,428,255	1,940,265
	Stormwater Capital Projects	667,276	3,389,500	3,827,540	229,236
Internal Service Funds	Unemployment Insurance	48,966	80,000	95,050	33,916
	Insurance	822,236	664,600	727,558	759,278
	Medical - Self Insurance	579,171	3,917,000	3,786,090	710,081
	Equipment Replacement	6,812,829	2,879,520	2,640,393	7,051,956
	PW Engineering	581,182	-	-	581,182
	Ruth Kees Award	28,907	100	500	28,507
Total Budget		\$ 61,387,667	\$ 107,424,772	\$ 118,358,448	\$ 50,453,991

2015 Revenue by Source - All City Funds



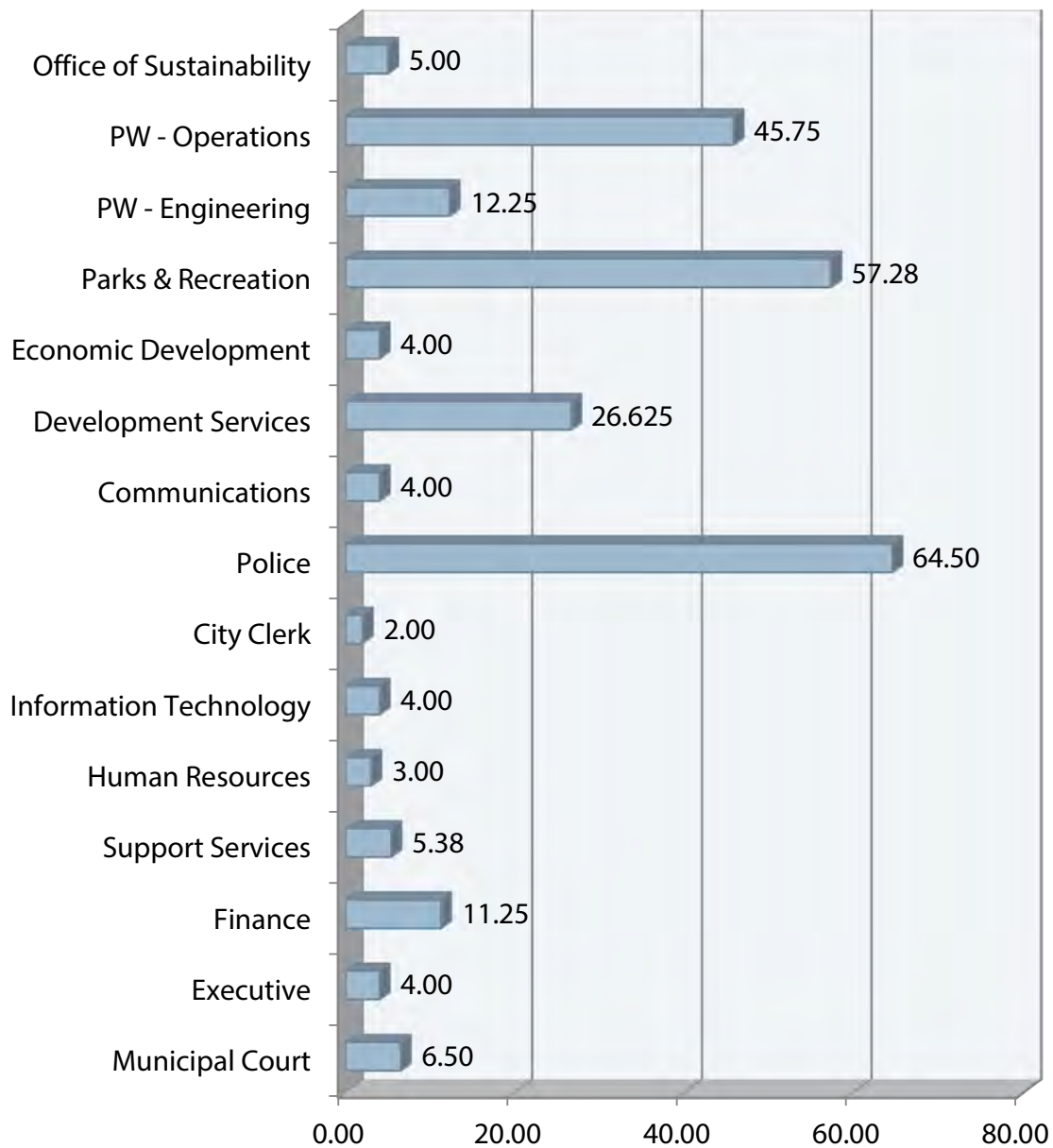
Fund Name	Beginning Fund Balance	Taxes	Licenses/Permits	Inter-govern'tl	Charges for Services	Miscellaneous	Other Sources	Total	% of Total
General	\$ 7,995,813	\$ 25,195,600	\$ 3,899,540	\$ 1,117,000	\$ 6,419,500	\$ 1,825,100	\$ 302,500	\$ 46,755,053	27.7%
Street	676,038	550,000	60,000	722,100	36,000	7,000	2,278,100	4,329,238	2.6%
Cemetery	334,827	-	-	-	85,000	2,000	-	421,827	0.2%
Municipal Art	341,676	300,000	-	8,000	-	1,200	-	650,876	0.4%
Community Sustainability	47,515	-	-	120,525	473,300	-	301,000	942,340	0.6%
Communications	548,101	-	515,000	-	-	1,000	-	1,064,101	0.6%
Lodging Tax	101,741	125,000	-	-	-	-	-	226,741	0.1%
Voted G.O. Debt	663,458	1,660,000	-	43,000	-	-	-	2,366,458	1.4%
Non-Voted G.O. Debt	29,352	-	-	-	-	-	2,287,000	2,316,352	1.4%
LID Debt Service	57,513	-	-	-	-	328,000	-	385,513	0.2%
LID Guaranty	977,882	-	-	-	-	1,500	-	979,382	0.6%
Arbitrage Rebate	62,613	-	-	-	-	-	-	62,613	0.0%
Capital Improvement	1,429,666	3,808,500	-	190,000	-	113,550	150,000	5,691,716	3.4%
Mitigation	12,442,334	-	-	-	380,000	15,000	-	12,837,334	7.6%
City Shop Construction	650,779	-	-	-	-	-	-	650,779	0.4%
Newport Way Improvement	145,814	-	-	-	-	-	-	145,814	0.1%
Street Improvement	889,123	1,200,000	-	15,711,200	-	2,938,000	300,000	21,038,323	12.5%
ITS Traffic Signal System	270,234	-	-	-	-	500	-	270,734	0.2%
Fire Station #72 Construction	104,474	-	-	-	-	-	-	104,474	0.1%
Highlands Park Facilities	16,387	-	-	-	-	-	-	16,387	0.0%
Park Improvement/Acquisition	7,881,195	-	-	83,000	-	1,000	16,387	7,981,582	4.7%
Water	4,056,724	-	1,500	-	6,237,000	523,950	-	10,819,174	6.4%
Water Revenue Bond	662,888	-	-	-	-	-	600,000	1,262,888	0.7%
Water Capital Projects	4,438,671	-	-	-	-	7,000	3,200,000	7,645,671	4.5%
Sewer	1,818,613	-	-	-	7,701,500	6,000	-	9,526,113	5.6%
Sewer Capital Projects	3,296,149	-	-	-	-	50,000	135,000	3,481,149	2.1%
Stormwater	1,907,520	-	-	-	4,455,000	6,000	-	6,368,520	3.8%
Stormwater Capital Projects	667,276	-	-	2,141,400	-	180,000	1,068,100	4,056,776	2.4%
Unemployment Insurance	48,966	-	-	-	-	-	80,000	128,966	0.1%
Insurance	822,236	-	-	-	664,600	-	-	1,486,836	0.9%
Medical - Self Insurance	579,171	-	-	-	-	3,917,000	-	4,496,171	2.7%
Equipment Replacement	6,812,829	-	-	-	2,439,200	27,820	412,500	9,692,349	5.7%
PW Engineering Fund	581,182	-	-	-	-	-	-	581,182	0.3%
Ruth Kees Award	28,907	-	-	-	-	100	-	29,007	0.0%
Total Revenue - All Funds	\$ 61,387,667	\$ 32,839,100	\$ 4,476,040	\$ 20,136,225	\$ 28,891,100	\$ 9,951,720	\$ 11,130,587	\$ 168,812,439	100.0%

2015 Expenditures by Type - All City Funds



Fund Name	Personnel	Supplies & Equipment	Charges & Services	Inter-govern'tl	Capital Outlay	Debt Service	Ending Fund Balance	Total	%
General	\$ 21,661,700	\$ 1,135,950	\$ 7,409,240	\$ 8,565,400	\$ -	\$ -	\$ 7,982,763	\$ 46,755,053	27.7%
Street	2,142,350	280,250	1,229,600	83,000	18,000	-	576,038	4,329,238	2.6%
Cemetery	20,700	2,000	35,800	26,000	-	-	337,327	421,827	0.2%
Municipal Art	42,000	600	172,300	-	40,000	-	395,976	650,876	0.4%
Community Sustainability	692,500	9,050	191,250	-	-	-	49,540	942,340	0.6%
Communications	168,900	14,700	49,300	277,500	-	-	553,701	1,064,101	0.6%
Lodging Tax	-	-	125,000	-	-	-	101,741	226,741	0.1%
Voted G.O. Debt	-	-	-	-	-	1,703,000	663,458	2,366,458	1.4%
Non-Voted G.O. Debt	-	-	-	-	-	2,287,000	29,352	2,316,352	1.4%
LID Debt Service	-	-	-	-	-	328,000	57,513	385,513	0.2%
LID Guaranty	-	-	-	-	-	-	979,382	979,382	0.6%
Arbitrage Rebate	-	-	-	-	-	-	62,613	62,613	0.0%
Capital Improvement	42,000	21,800	2,514,000	2,287,000	491,530	-	335,386	5,691,716	3.4%
Mitigation	-	260	-	450,000	75,000	-	12,312,074	12,837,334	7.6%
City Shop Construction	-	-	-	-	135,400	-	515,379	650,779	0.4%
Newport Way Improvement	-	-	-	-	-	-	145,814	145,814	0.1%
Street Improvement	282,400	3,950	129,200	350,000	19,248,900	115,320	908,553	21,038,323	12.5%
ITS Traffic Signal System	13,700	-	-	-	110,000	-	147,034	270,734	0.2%
Fire Station #72 Construction	-	-	-	-	-	-	104,474	104,474	0.1%
Highlands Park Facilities	-	-	-	16,387	-	-	-	16,387	0.0%
Park Improvement/Acquisitio	35,000	1,300	50,000	-	7,715,800	-	179,482	7,981,582	4.7%
Water	1,939,800	1,416,800	1,853,100	2,235,000	-	-	3,374,474	10,819,174	6.4%
Water Revenue Bond	-	-	-	-	-	639,500	623,388	1,262,888	0.7%
Water Capital Projects	189,900	-	1,627,000	-	2,628,000	-	3,200,771	7,645,671	4.5%
Sewer	639,000	71,350	876,950	5,725,000	-	-	2,213,813	9,526,113	5.6%
Sewer Capital Projects	21,800	9,000	80,825	-	100,000	-	3,269,524	3,481,149	2.1%
Stormwater	1,918,500	139,750	1,111,905	943,100	-	315,000	1,940,265	6,368,520	3.8%
Stormwater Capital Projects	108,100	-	475,640	-	3,178,900	64,900	229,236	4,056,776	2.4%
Unemployment Insurance	95,000	50	-	-	-	-	33,916	128,966	0.1%
Insurance	74,800	758	652,000	-	-	-	759,278	1,486,836	0.9%
Medical - Self Insurance	3,766,490	3,600	16,000	-	-	-	710,081	4,496,171	2.7%
Equipment Replacement	565,100	549,543	218,250	418,000	889,500	-	7,051,956	9,692,349	5.7%
PW Engineering Fund	-	-	-	-	-	-	581,182	581,182	0.3%
Ruth Kees Award	-	-	500	-	-	-	28,507	29,007	0.0%
Total Expenditures - All Funds	\$ 34,419,740	\$ 3,660,711	\$ 18,817,860	\$ 21,376,387	\$ 34,631,030	\$ 5,452,720	\$ 50,453,991	\$168,812,439	100.0%

Staffing Levels



2015 TOTAL AUTHORIZED POSITIONS = 255.525

2009 - 2014 Staffing Levels	2010	2011	2012	2013	2014	2015
Executive Department						
Executive Office						
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Special Projects & Policy Director	-	-	1.00	1.00	-	-
Economic Development Manager	1.00	1.00	-	-	-	-
Communications Manager	1.00	1.00	1.00	-	-	-
Executive Assistant to Mayor	-	-	1.00	1.00	1.00	1.00
Total Executive Office	5.00	5.00	6.00	5.00	4.00	4.00
City Clerk's Office						
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	-	-
Administrative Assistant IV	0.50	0.50	1.00	1.00	1.00	1.00
Total City Clerk's Office	2.50	2.50	3.00	3.00	2.00	2.00
Communications Office						
Assistant to City Administrator	-	-	-	-	-	1.00
Communications Manager				1.00	1.00	-
Communications Coordinator	-	-	-	1.00	1.00	1.00
TV/Media Production Specialist	-	-	-	1.00	1.00	1.00
Development Officer	-	-	-	0.75	0.75	0.75
Cable TV Non-Regular	-	-	-	0.25	0.25	0.25
Total Communications Office	-	-	-	4.00	4.00	4.00
Executive Department FTE Total	7.50	7.50	9.00	12.00	10.00	10.00
Development Services						
Director of Development Services	-	-	1.00	1.00	1.00	1.00
Deputy Development Services Director	-	-	1.00	1.00	1.00	1.00
Planning Division						
Director of Planning	1.00	1.00	-	-	-	-
Planning Division Manager	2.00	2.00	-	-	-	-
Land Development Manager	-	-	1.00	1.00	1.00	1.00
Project Manager	-	-	1.00	1.00	1.00	1.00
Policy Planning Manager	-	-	1.00	1.00	1.00	1.00
Senior Planner	6.25	6.25	2.625	2.625	3.625	3.625
Associate Planner	0.75	0.75	3.00	3.00	3.00	3.00
Administrative Assistant	1.00	1.00	-	-	-	-
Total Planning Division	11.000	11.000	10.625	10.625	11.625	11.625

<i>2009 - 2014 Staffing Levels</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
Permits/Inspection Division						
Building Director	1.00	1.00	-	-	-	-
Building Official	-	-	1.00	1.00	1.00	1.00
Senior Engineer	1.00	1.00	2.00	2.00	2.00	2.00
Plans Examiner	2.00	2.00	1.00	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Building Inspector	-	-	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00	1.00	2.00	2.00
Building Inspector II	2.00	2.00	2.00	2.00	3.00	3.00
Permit Supervisor	1.00	1.00	-	-	-	-
City Permit & Licensing Supervisor	-	-	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician I	1.00	1.00	1.00	1.00	1.00	1.00
Permit Technician II	1.00	1.00	1.00	1.00	1.00	1.00
Total Permits/Inspection Division	12.00	12.00	13.00	13.00	15.00	15.00
Development Services Department FTE Total	23.00	23.00	23.625	23.625	26.625	26.625
Economic Development						
Economic Development Director	-	-	1.00	1.00	1.00	1.00
Economic Development Manager	-	-	2.00	2.00	2.00	2.00
Economic Development Specialist	-	-	1.00	1.00	1.00	1.00
Economic Development Total	-	-	4.00	4.00	4.00	4.00
Finance						
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	-	-	1.00	1.00	1.00	1.00
Senior Accountant/Project Manager	-	-	-	-	-	1.00
Financial Analyst	1.00	1.00	-	-	-	-
Risk Management Officer	1.00	1.00	1.00	1.00	1.00	1.00
Senior Tax Auditor	0.75	0.75	0.75	0.75	0.75	0.75
Business Tax/Cash Control Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
Payroll Specialist	1.00	1.00	-	-	-	-
Financial Data Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist II	1.00	1.00	2.00	2.00	2.00	2.00
Utility Services Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Total Finance	10.25	10.25	10.25	10.25	10.25	11.25
Human Resources						
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	1.00	1.00	1.00	1.00
Human Resources Sr. Analyst	1.00	1.00	-	-	-	-
Human Resources Coordinator	0.75	0.75	0.75	1.00	1.00	1.00
Total Human Resources	2.75	2.75	2.75	3.00	3.00	3.00

2009 - 2014 Staffing Levels	2010	2011	2012	2013	2014	2015
Information Technology						
Information Systems Manager	1.00	1.00	1.00	1.00	1.00	1.00
IT Systems/Network Analyst	-	-	-	1.00	1.00	1.00
Senior Systems Analyst	1.00	1.00	1.00	-	-	-
G.I.S. Analyst	1.00	1.00	-	-	-	-
Network Administrator	1.00	1.00	1.00	-	-	-
Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00
TV/Media Production Specialist	1.00	1.00	1.00	-	-	-
PC Technician II	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50	0.50	0.50	-
Cable TV - Non-Regular	0.25	0.25	0.25	-	-	-
Information Technology Total	7.75	7.75	6.75	4.50	4.50	4.00
Municipal Court						
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Probation Officer	-	-	1.00	1.00	1.00	1.00
Municipal Court Clerk	3.00	3.00	3.00	3.00	3.00	3.00
Judge	0.50	0.50	0.50	0.50	0.50	0.50
Court Security Officer	-	-	-	-	-	0.50
Assistants - Non-Reg	0.40	0.50	0.50	0.50	0.50	0.50
Security - Non-Reg	-	-	-	0.50	0.50	-
Total Municipal Court	4.90	5.00	6.00	6.50	6.50	6.50
Office of Sustainability						
Office of Sustainability Director	-	-	1.00	1.00	1.00	1.00
Human Services Coordinator	-	-	-	-	1.00	1.00
Sustainability Program Manager, Sr.	-	-	1.00	1.00	1.00	1.00
Sustainability Coordinator II	-	-	1.00	1.00	1.00	1.00
Sustainability Coordinator I	-	-	1.00	1.00	1.00	1.00
Office of Sustainability Total	-	-	4.00	4.00	5.00	5.00
Parks & Recreation						
Parks, Planning & Administration						
Parks Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Parks Director	-	-	-	-	1.00	1.00
Parks Planner	1.00	1.00	1.00	1.00	1.00	1.00
Total Parks, Planning & Administration	2.00	2.00	2.00	2.00	3.00	3.00
Facility Rentals						
Administrative Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Events & Facilities Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Events Assistant - Non-Reg	1.15	1.15	1.15	1.15	1.15	1.15
Total Facility Rentals	3.15	3.15	3.15	3.15	3.15	3.15

<i>2009 - 2014 Staffing Levels</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>
City Facility Services						
Parks Division Manager	0.50	0.50	0.50	0.50	0.50	0.50
Supervising Facility Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Remodel Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Specialist I	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Specialist II	4.00	3.50	3.50	3.00	3.00	3.00
Custodian	4.00	4.00	4.00	4.00	4.00	4.00
Administrative Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Specialty Workers - Non-Reg	0.50	0.50	0.50	0.50	0.50	0.50
Total City Facility Services	13.00	12.50	12.50	12.00	12.00	12.00
Recreation Services						
Recreation Division Manager	0.50	0.50	0.50	0.50	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Specialist	1.50	1.50	1.50	1.50	2.00	2.00
Recreation Leader	2.00	2.00	2.00	2.00	2.00	2.00
Admin Office Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	2.50	2.50	2.50	2.50	2.50	2.50
Administrative Assistant III	1.625	1.625	1.625	1.625	1.00	1.00
Recreation Aides - Non-Reg	5.625	5.625	5.625	5.625	5.75	5.75
Total Recreation Services	17.75	17.75	17.75	17.75	17.25	17.25
Aquatics/Pool						
Recreation Division Manager	0.50	0.50	0.50	0.50	-	-
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	-
Aquatics Coordinator	1.00	1.00	1.00	1.00	1.00	-
Aquatic Maintenance Specialist	0.50	0.50	0.50	-	-	-
Recreation Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	-	-	-	-	-	1.00
Recreation Leader	2.00	2.00	2.00	2.00	2.00	1.00
Recreation Aid (Aquatics)	1.00	1.00	1.00	1.00	1.00	3.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00	-
Lifeguard/Swim Instructor - Non-Reg	3.50	3.50	3.50	3.50	3.50	3.50
Total Aquatics/Pool	11.50	11.50	11.50	11.00	10.50	9.50
Park Facilities Maintenance						
Parks Division Manager	0.50	0.50	0.50	0.50	0.50	0.50
City Arborist/Horticulturist	1.00	1.00	1.00	1.00	1.00	-
Gardener	1.00	1.00	1.00	1.00	1.00	1.00
Open Space Steward	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Parks Maint Worker	1.00	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Lead	1.00	1.00	1.00	1.00	1.00	1.00
Park Maintenance Worker I	5.00	5.00	5.00	5.00	5.00	5.00

2009 - 2014 Staffing Levels	2010	2011	2012	2013	2014	2015
Administrative Assistant	0.875	0.875	0.875	0.875	-	-
Parks Maintenance Aide -Non-Reg	2.625	2.625	2.625	2.625	2.625	2.625
Cemetery - Non-Reg	0.250	0.250	0.250	0.250	0.250	0.250
Total Park Facilities Maintenance	14.25	14.25	14.25	14.25	13.375	12.375
Parks & Recreation Department FTE Total	61.65	61.15	61.15	60.15	59.275	57.275
Police						
Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Commander	2.00	2.00	2.00	2.00	2.00	2.00
Sergeant	5.00	5.00	5.00	5.00	5.00	5.00
Corporal	-	5.00	5.00	5.00	5.00	5.00
Officer	24.00	19.00	19.00	20.00	21.00	21.00
Police IT Analyst & E-911/GIS	1.00	1.00	1.00	1.00	1.00	1.00
Jail Manager	1.00	1.00	1.00	1.00	1.00	1.00
Corrections Officer	10.00	10.00	10.00	10.00	10.00	10.00
Corrections Transport Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant/Police Admin	-	-	-	-	1.00	1.00
Administrative Assistant III	2.00	2.00	2.00	2.00	0.50	0.50
Communications Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Communications Specialist	9.00	9.00	9.00	9.00	10.00	10.00
Records Supervisor	-	-	-	-	1.00	1.00
Records Specialist	2.00	2.00	2.00	2.50	2.00	2.00
Records Support Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Police Department FTE Total	61.00	61.00	61.00	62.50	64.50	64.50
Public Works Engineering						
Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Director	1.00	1.00	-	-	-	-
Engineering Manager	3.00	3.00	3.00	3.00	3.00	3.00
Engineer II	6.00	6.00	1.00	1.00	1.00	1.00
Engineer, Traffic Signal Ops	1.00	1.00	1.00	1.00	1.00	1.00
Engineer Tech, Sr	1.00	1.00	1.00	1.00	1.00	1.00
Environmental Science Assoc	-	-	1.00	1.00	1.00	1.00
Environmental Science Assist	-	-	-	-	0.60	0.75
Project Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Construction Inspector, Sr.	1.00	1.00	1.00	1.00	1.00	1.00
Construction Inspector	2.00	2.00	-	-	-	-
Cost Accountant	1.00	1.00	-	-	-	-
GIS Coordinator	-	-	1.00	1.00	1.00	1.00
Administrative Assistant	2.50	2.50	-	-	-	-

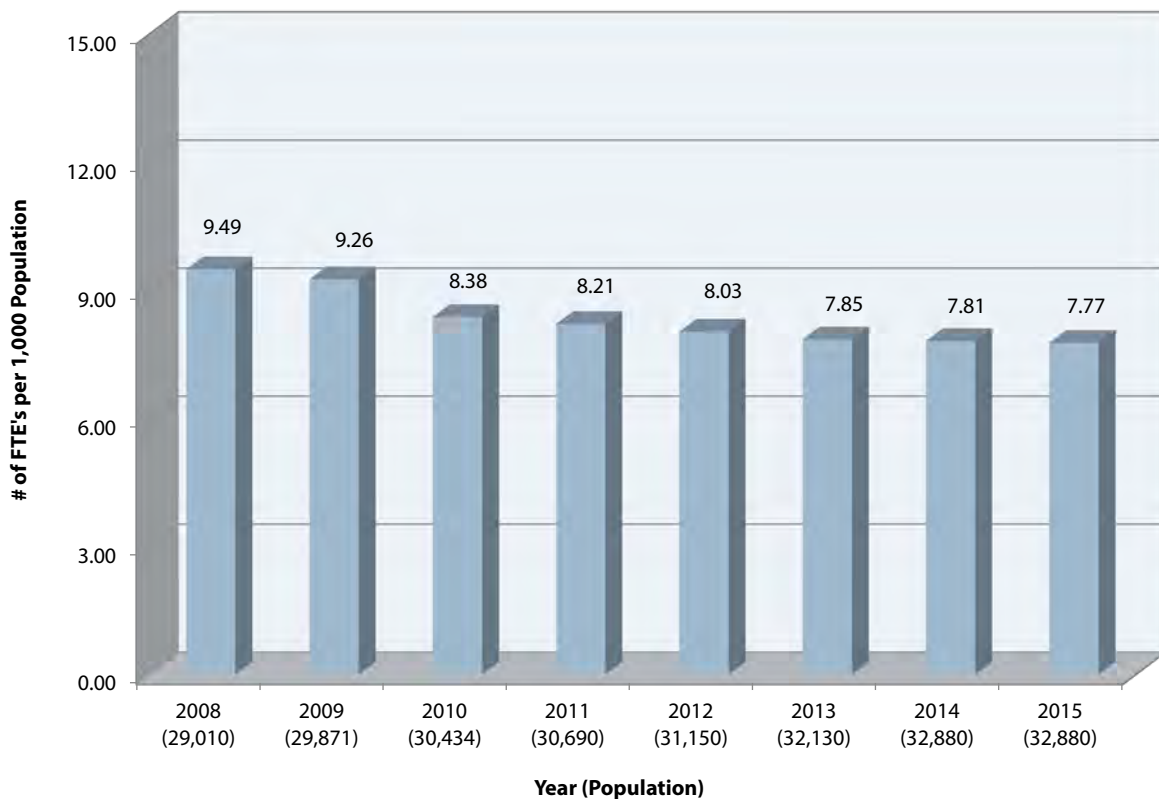
2009 - 2014 Staffing Levels	2010	2011	2012	2013	2014	2015
Project Acct Technician	1.00	1.00	1.00	1.00	0.50	0.50
Project Acct Assistant	1.00	1.00	-	-	-	-
Resource Conservation Manager	1.00	1.00	-	-	-	-
Capital Project Coordinator (RCO)	1.00	1.00	-	-	-	-
Resource Conservation Coordinator	2.00	2.00	-	-	-	-
Major Development Review Team (MDRT)	4.00	3.00	-	-	-	-
Public Works Engineering FTE Total	30.50	29.50	12.00	12.00	12.10	12.25
Public Works Operations						
Public Works Operations Director	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Operations Manager	3.00	3.00	3.00	3.00	3.00	3.00
Lead Maintenance Workers	4.00	4.00	4.00	4.00	4.00	4.00
Signal Technician Senior	1.00	1.00	1.00	1.00	1.00	1.00
Signal Technician	1.00	1.00	1.00	1.00	1.00	1.00
Mapping Technician	1.00	1.00	1.00	1.00	1.00	1.00
Utility Technician	3.00	3.00	3.00	3.00	3.00	3.00
Maintenance Workers (I, II and III)	22.00	22.00	23.50	23.50	22.50	22.50
Shop Aide	1.00	1.00	1.00	1.00	1.00	1.00
Office Manager	1.00	-	-	-	-	-
Administrative Assistant IV	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Manager	1.00	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Mechanic	2.00	2.00	2.00	2.00	2.00	2.00
Mechanic	1.00	1.00	1.00	1.00	1.00	1.00
Emergency Mgmt Coordinator	0.50	0.50	0.625	0.625	0.625	0.625
Maintenance Worker - Non-Reg	1.12	0.625	0.625	0.625	1.625	1.625
Public Works Operations FTE Total	45.62	44.13	45.75	45.75	45.75	45.75
Support Services & Systems						
Support Services Manager	-	-	1.00	1.00	1.00	1.00
Administrative Assistant II	-	-	1.00	1.00	1.00	1.00
Administrative Assistant III	-	-	2.00	2.00	2.875	2.875
Project Accounting Tech	-	-	-	-	0.50	0.50
Shared Services FTE Total	-	-	4.000	4.000	5.375	5.375
Total Authorized Positions	254.920	252.025	250.275	252.275	256.875	255.525

*Please Note: Of the total 2015 authorized positions of 255.5255, 239.375 are full time or part time regular employees.
The remaining 16.15 full time equivalent positions are non-regular (temporary) positions.*

Regular Position Changes Proposed for 2015

<i>Position</i>	<i>Department</i>	<i>FTE</i>
Court Security Officer (was Part-time Non-Regular FTE)	Municipal Court	0.5
Senior Account/Project Manager (Limited Term)	Finance	1.0
Administrative Assistant	Information Technology	(0.5)
Recreation Supervisor	Parks - Aquatics	(1.0)
Aquatics Coordinator	Parks - Aquatics	(1.0)
Recreation Coordinator	Parks - Aquatics	1.0
Recreation Leader	Parks - Aquatics	(1.0)
Administrative Assistant	Parks - Aquatics	(1.0)
Recreation Aid (Aquatics)	Parks - Aquatics	2.0
City Arborist/Horticulturist	Parks - Park Facilities Maintenance	(1.0)
Environmental Science Asst	Public Works Engineering	0.15
Total Proposed FTE Changes		(0.85)

Ratio of FTE's to per 1000 Population



2015 Council Goals

Issaquah 2015 City Goal

Safe/Drug-Free Community

Description:

Support a community dialogue on drug use and the development of a community-based action plan by others.
Desired outcomes include:

- Increased community engagement and participation.
- Improved knowledge of perceptions of community safety.
- Reduction in non-normative behaviors and impacts (drug use, litter, etc.).

Participating Departments:

- Lead: Office of Sustainability
- Support: Police and Parks

Council Committee:

- Services and Safety

Action items/Timeline:

	2014	2015
In partnership with the Drug Free Community Coalition (DFCC), assemble community data about drug activity and community safety to help understanding of status and long-term progress.	X	
Hosted by the DFCC, an initial Community Conversation on drug abuse is planned for June 2014, to convene community members, businesses, faith-based organizations, human service organizations, cities, schools and others to begin a community dialogue about the issue. It is anticipated that a second, solutions oriented Community Conversation would follow later in 2014.	X	
A community based action plan is anticipated to be developed by the DFCC in collaboration with the community and supported through leadership of the DFCC and its partners.		X
City implementation support (police/parks) <ul style="list-style-type: none"> • Parks - \$10,000 for parks maintenance staff overtime and supplies • Police - \$40,000 for police staff time overtime 		X
Direct outreach to homeless in the community (\$20,000). Provide outreach staff to work directly with homeless and other persons dealing with drug abuse on the streets or in encampments in the community. A current program is run by Congregations for the Homeless (CFH) and piloted by three eastside cities in 2012 and 2013. The goal is to proactively work with persons and to connect them with resources that redirect their efforts and put them on a path to self-sufficiency.		X

Estimated cost:

- 2015: \$70,000
- Ongoing: Unknown

Issaquah 2015 City Goal

Affordable/Workforce Housing**Description:**

Increase the quantity of affordable housing units and workforce housing units, and the variety of housing options, in the City to create a balanced community. The first steps in this process are to update the Comprehensive Plan and create an affordable/workforce housing report card that is reviewed annually.

Participating Departments:

- Lead: Development Services Department

Council Committee:

- Services and Safety

Action items/Timeline:

	2014	2015	2016	2017
Complete update to the Housing Element, including the Housing Strategy Plan, of the Comprehensive Plan. Council action to adopt before June 2015.	X			
Hold a mid-2015 Council work session on affordable housing.		X		
Create an Affordable/Workforce Housing Report Card and review annually.		X	X	X

Estimated cost:

- 2015: N/A
- Ongoing: Unknown

Issaquah 2015 City Goal

Central Issaquah Anchor Project**Description:**

Identify a core project that establishes the tone and character in Central Issaquah, and create a strategic plan for implementation.

Participating Departments:

- Lead: Economic Development

Council Committee:

- Land and Shore

Action items/Timeline:

	2014	2015
Brief EVC on goal and discuss the Central Issaquah Plan vision and standards.	X	
Discuss the concept of an “anchor” or “catalyst” project and examine successes from other places.	X	X
Discuss private vs. public vs. partnership.		X
Gather feedback from community & stakeholders (e.g. survey, property owner interviews, etc.)		X
Committee develops recommendations.		X
Outside feedback conducted (if funded).		X
EVC prepares Anchor Project Implementation Plan, including recommended actions, project budget(s), partnerships, schedule and funding strategy.		X

Estimated cost:

- 2015: \$0-\$10,000
- Ongoing: Unknown

Issaquah 2015 City Goal

Enhance Olde Town Vitality**Description:**

- In 2015, identify and execute an immediate public investment opportunity for the Olde Town that will help enhance Olde Town's vitality.
- Form a mayor-appointed ad hoc committee to provide recommendations to the Mayor on what the community can do to enhance Olde Town's vitality.

Participating Departments:

- Lead: Economic Development

Council Committee:

- Committee of the Whole Council

Action items/Timeline:**2015 project**

	2014	2015
Meet w/ DIA to explore & develop project(s). Also consider recommendations from Brooks International.	X	
Propose a project for budget planning.	X	
Implement project.		X

Revitalization plan

	2014	2015
Form Olde Town ad hoc committee, which will meet twice per month.	X	
Committee reviews Olde Town Plan and Development Standards.		X
Committee discusses Olde Town image, successful downtowns, place making, etc.		X
Committee considers streetscape, Pedestrian Park, development standards, way finding, parking and safety.		X
Committee prepares Olde Town Vitality Recommendations including recommended actions, project budget(s), partnerships, schedule and funding strategy.		X

Estimated cost:

- 2015: \$20,000 for 2015 project.
- Ongoing: Unknown.

Issaquah 2015 City Goal

Mobility Master Plan**Description:**

Develop a Mobility Master Plan.

Participating Departments:

- Lead: Development Services Department
- Support: Public Works Engineering, Public Works Operations, Economic Development, Office of Sustainability and Finance

Council Committee:

- Infrastructure and Land and Shore (for Comp Plan elements)

Action items/Timeline:

	2014	2015	2016	2019
Update the transportation models, concurrency and transportation impact fees; establish new multimodal mitigation fees; and identify funding strategies.	X			
Complete the City's Mobility Action Plan, the implementation plan for the non-motorized portion of the Transportation Element.	X			
Update the Comprehensive Plan Transportation Element including 20-year roadway capacity, non-motorized and transit-supportive projects intended to implement the City's adopted transit and non-motorized mode split. This also includes policies regarding mobility management, roadway, transit and non-motorized networks and regional coordination and concurrency and funding.		X		
Issue an RFQ to find consultant to create Mobility Master Plan.		X		
Work with consultants to create a standalone Mobility Master Plan that includes the Transportation Element plus Trends and Conditions, Performance Measurements, Freight Access and Distribution, updated Transportation Demand Management, Maintenance and Operations, and Regional Transportation.			X	
Work with consultants to complete a citywide Parking Plan, Olde Town Circulation Plan and Design Guidance to be added to the Mobility Master Plan.				X

Estimated cost:

- 2015: \$75,000
- 2016-2019: \$500,000
- Ongoing: Unknown

2014 Council Goals Update

Goal Title	Goal Description	Current Status
Tourism Business Plan	<ol style="list-style-type: none"> 1) Chamber of Commerce hired tourism expert Roger Brooks to develop a business plan. 2) Brooks' report to be presented to the community in July. 3) Staff to develop a proposal for next steps before the 2015 budget process. 4) Begin next steps for implementation in 2015. 	Ongoing
Professional marketing packet	<ol style="list-style-type: none"> 1) Create interim marketing materials. 2) Complete the city's sector analysis, which will help inform marketing efforts. 3) Fund in 2015 budget. 4) Begin creating the marketing packet in 2015. 	Completion by 2015 (dependent on funding).
Plan for neighborhood parks	<ol style="list-style-type: none"> 1) Parks to host public input meeting on Hillside Park in the third quarter of 2014. 2) Update the Parks Comprehensive Plan in 2015. 	Ongoing
Measure/report city services	<ol style="list-style-type: none"> 1) Select survey service/expert. 2) Conduct survey in fourth quarter of 2014. Report results to staff, the City Council and community. 3) Incorporate survey results into internal performance management in 2015. 4) Continue survey in future years. 	Ongoing
Healthy Community Strategy	The first step of this project is creating a strategy moving forward. This work will begin once the human services position is filled.	Ongoing

2013 Council Goals Update

Goal Title	Goal Description	Current Status
Innovative Partnership Zone / SWOT analysis	<ol style="list-style-type: none"> 1) SWOT analysis completed. 2) Conduct sector analysis in 2014. 3) Apply for IPZ, with completion in 2015. 	Completion by 2015.
Lake Sammamish State Park	<ol style="list-style-type: none"> 1) MOU completed. 2) Issued Request for Proposals (RFP) for private park projects. 3) Review RFP responses, and identify potential barriers to implementation. Also execute financial analysis of private ventures in the park. 4) Proposed annexation of the park, and ILA, to Issaquah will be presented to the City Council in third quarter. 5) New bathhouse built and completed in 2014. 6) Continue lobbying the state for additional investments in park. 7) Explore additional options for integrating the park into the community. 	Ongoing
Urban Center Designation	<ol style="list-style-type: none"> 1) Application submitted to GMPC for urban center designation in 2013. 2) Considered for approval by GMPC and King County in the fall of 2013. 3) Jurisdictions to ratify the King County Countywide Planning Policies in July 2014 to add Issaquah's urban center. 4) Application submitted for Regional Growth Center to PSRC in 2014. 5) Considered for approval by the PRSC by summer 2015. 	Completion by summer 2015.
Skate park	<ol style="list-style-type: none"> 1) Location selected after conducting public outreach. 2) Design work and public input underway. 3) Construction/completion by spring 2015. 	Completion by spring 2015.
Improve key intersections	<ol style="list-style-type: none"> 1) Lobby for Interchange Justification Report at Front/Gilman that also identifies feasibility of I-90 overcrossing. 2) Incorporate into 2015 legislative agenda. 3) Continue to include improvements to Front/Sunset in the Capital Facilities Plan. 	Ongoing

2013 Council Goals Update (Cont.)

Goal Title	Goal Description	Current Status
Strategy for Route 200/927	<ol style="list-style-type: none"> 1) Review options to mitigate impacts of transit cuts. 2) Implement possible solutions in 2015. 	Ongoing
Develop citywide bike and pedestrian plan	<ol style="list-style-type: none"> 1) Hired consultant, evaluated system and conducted public outreach in 2013. 2) Draft, revise and complete plan in 2014. 3) Present to City Council in the third quarter of 2014. 4) Include non-motorized projects in 2015 TIP. 5) Consider multi-modal fee for concurrency. 	Completion by 2014.
Define a plan to enhance Rainier Trail	<p>Create a baseline report in 2015 of the Rainier Trail area. The report will include:</p> <ol style="list-style-type: none"> 1) Steps the City has taken so far to enhance the area. 2) Input received from stakeholders (i.e., school district, neighbors, police, city administration, city council, etc.). <p>Using the baseline report, create an action-oriented plan with possible projects/actions that could enhance the area. To ensure consistency with the Safe/Drug-Free Community Goal, this work could be combined with those efforts to create a community-based action plan.</p>	Completion by 2015

Budget Procedure

The City of Issaquah must adopt a balanced budget each year. Annual City expenditures must not exceed annual City revenues. Cities draw their revenues from a wide variety of sources, divide their expenditures into separate funds and allocate their program expenditures in ways that serve the special needs of municipal services. Budgeting is an essential element of financial planning, control and evaluation process of government.

The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions. Also, to be

prudent a City may decide to place some of its resources each year into reserves to cover future emergencies or unanticipated opportunities. Financial control and evaluation procedures typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded and on comparing estimated and actual revenues and expenditures.

The budget authorizes and provides control of financial operations during the fiscal year. Upon adoption, the expenditure estimates, as modified by the Council, are enacted into law through the passage of an appropriations ordinance.

The appropriations constitute maximum expenditure authorizations during the fiscal year and cannot legally be exceeded unless subsequently amended by the Council through an ordinance, which is usually done mid-year and year-end. Expenditures are monitored through the accounting system to assure budgetary compliance.

Appropriations for general and special revenue funds lapse at year-end. The City of Issaquah's budget procedures are in compliance with the Revised Code of Washington, Chapter 35A.33. The City follows the procedure outlined below to establish its annual budget.

Budget Calendar

Budget Process Steps	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Budget Schedule Established										
Finance Director Meets with Mayor to Review 2-year (current & budget yrs) Financial Estimates/Direction										
Executive Staff Discusses Budget Process										
Council Goal Setting Retreat										
Finance Director Meets with Mayor to Summarize Specific Budget Direction										
Mayor Issues Specific Budget Direction										
Finance Director, Deputy City Administrator & Mayor Meet with Chamber & Interested Others										
Budget Status Discussed with Executive Staff										
Complete Budget Compilation & Analysis										
Detailed Budget & Work Program Preparation by Departments Due										
Department Heads Meet Individually w/Mayor to Finalize Administration's Budget										
Mayor Meets with Finance Director to Finalize Administration's Budget										
Budget Reviewed with Executive Staff										
Establish Council/Community Budget Workshop Schedule										
Presentation of Administration's Budget to Council										
Council/Community Workshops on Budget										
Executive Staff Briefings										
Public Hearing: Property Tax										
Public Hearing: Overall Budget										
Council-Approved Budget Adopted										

Comprehensive Financial and Budget Policies

The City of Issaquah is accountable to its citizens for the use of public dollars. The following City of Issaquah comprehensive financial and budget policies adopted by the City Council establish the framework for Issaquah's overall fiscal planning and management to ensure that it fulfills its fiduciary responsibility. The policies set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated.

Issaquah's publicly adopted financial and budget policies show the credit rating industry and prospective investors (bond buyers) the City's

commitment to sound financial management and fiscal integrity. The financial and budget policies also improve the City's fiscal stability by helping City officials plan fiscal strategy with a consistent approach.

Written financial policies provide a set of guidelines that aid in ensuring that the City manages its financial resources in a manner consistent with Council direction and strong management practices. The policies included in this document reflect the City's intent to manage its financial resources in the highest standards of prudence and professionalism.

General Financial Philosophy

The fundamental purpose for the existence of City government is to provide essential public services. The essential nature of these services for the safety and quality of life to City residents, business operators and their employees, and City visitors requires the City to manage its resources so that there is never any interruption or deterioration of these services.

To that end, it is the goal of the City to maintain a strong financial condition sufficient to:

- Withstand the ups and downs of the local and regional economies;
- Efficiently respond to changing community service requirements;
- Effectively maintain and improve the City's infrastructure; and
- Prudently plan, coordinate, review and implement responsible community development and growth and provide a high level of police, fire and other services to assure public health and safety.

I. BUDGET AND CONTINGENCY POLICY

The City's Annual Budget provides for two separate and important purposes. First, and most importantly, it provides for public control of City spending through the required adoption by their elected representatives. This process creates appropriations for each City

fund which provides the legal limit of expenditures in that fund. Secondly, the line item level, detailed budget provides an annual business plan for City administrators.

City administration shall annually prepare a balanced budget showing all planned expenditures and identifying all resources sufficient to fund the planned expenditures. The Annual Budget must be adopted by ordinance by the City Council on or before December 31 of each year in conformance with the laws of Washington State. These laws provide an opportunity for direct public comment on the Proposed Budget at a Revenue Hearing and a Budget Hearing prior to adoption.

The Annual Budget shall comply with the following general policies:

1. Adopted at the Fund Level

The budget is adopted at the Fund level, meaning that appropriations are created for each fund in total and individual line items can be adjusted by the City Administrator so long as the total fund appropriation is not exceeded.

2. Ongoing expenditures funded by ongoing revenues

Ongoing expenditures will be funded to the maximum extent possible through ongoing revenues and the City should

minimize any reliance on non-recurring revenues for funding ongoing operational costs. Debt, other than short-term interfund loans intended merely to bridge cash flow needs, should be avoided to fund operational expenditures. Non-recurring revenues will be used primarily to fund one-time costs or to enhance cash balances for future needs.

3. Contingency funding

The Annual Budget should provide reasonable contingency funding for unforeseen emergencies either by maintaining sufficient Fund Balances in each fund or through the creation and funding of specific Contingency Funds.

4. Utility operations

City-operated utilities will show positive net operating results. Utilities will also be responsible for all cost of operations including indirect costs.

5. Five-year forecast

City staff will maintain a rolling five-year forecast of revenues and expenditures which provides a mid-range indication of the City's financial trends and provides context for the preparation of the Annual Budget. The five-year forecast should assume continuation of current service levels, including known changes that will occur during the forecast period.

6. Use of Fund Balance to balance budget

Any utilization of Fund Balance or other reserves to fund a portion of the Annual Budget will be clearly identified and will be consistent with the Reserve and Fund Policies.

7. Restricted revenues

Restricted revenues shall only be used for purposes consistent with whatever restrictions were placed upon their use by laws, regulations or Council direction.

8. Accrued Employee Benefits

The budget, as well as the long range financial plan, should provide for adequate funding of the City's retirement liabilities.

9. Nonprofit Organizations

Future funding decisions regarding nonprofit organizations will be based on

guidelines, policies and priorities as proposed by the Mayor and approved by the City Council and funding available based on Council Goals and General Fund spending priorities.

10. Budget monitoring

City administration will evaluate trends from a budget-to-actual perspective and from a historical year-to-year perspective to identify areas where resource allocation can be improved. The intent is to improve the accuracy of revenue and expenditure forecasts to improve the predictability of future financial activity.

11. Council planning

The City Council will meet annually to adopt Council goals and priorities. City administration will incorporate the Council's goals and priorities in the annual budget.

II. CASH MANAGEMENT AND INVESTMENT POLICY

Careful financial control of the City's daily operations is an important part of the City's overall fiscal management practices. State laws require all City monies to be maintained in the custody of the Director of Finance and define the list of permissible investments for City monies. It is the policy of the City to comply with those requirements and to manage its investments prudently. Specifically,

- All cash received by the City will be deposited with the Finance Director within 24 hours as required by State law and,
- The City shall maintain a cash management program, which includes collection of accounts receivable and disbursement of funds, and prudent investment of its available cash and,
- Investments will be prudently managed to maximize the return consistent with the primary objective of preserving capital and shall comply with all State laws regarding permissible forms of investment. The Director of Finance will ensure investments are appropriately diversified.

IV. RESERVE AND FUND POLICIES

The purpose of the Reserve and Fund Policies is to establish general parameters for the cash balances in the various funds to ensure sufficient resources to handle most large, unexpected expenditures without the need for debt, to mitigate revenue shortfalls stemming from a downturn in the local economy and to maintain favorable credit ratings.

General Fund Reserve Policy - The General Fund will have a minimum reserve 8% of budgeted expenses to maintain operations. Recommended “best practices” is to maintain a maximum of 15% reserve which will be the “target” reserve but no use of ending fund balance below 8% will be authorized without a vote of the majority plus one (“super majority”) of the City Council.

Utility Fund Reserve Policies - The Water and Sewer Utilities will maintain a minimum of two months cash reserves each to provide for seasonal variability of revenues. The Storm Water Utility has a more consistent source of revenues and will maintain a minimum of 8% of budgeted expenses.

Fleet Management Reserve Policies - Equipment Rental Replacement Reserve will be maintained based upon lifecycle replacement plans to ensure adequate fund balances required for systematic replacement of fleet vehicles, equipment and operational contingencies. Departments will be charged for fleet operating costs per vehicle class and replacement cost spread over the useful life of the vehicles.

V. REVENUE POLICY

Service demands require that an adequate revenue stream be maintained. To this end, the City will strive to create a diversified and stable revenue structure using the following as general guidelines:

- The City will pursue its fair share of state and federal shared revenues; and
- The City will to the extent possible oppose state and federal legislation that will mandate costs to the City without

providing the revenue source to offset those mandated costs; and

- The City will pursue collection of all revenues due it and ensure compliance with revenue-related regulations; and
- The City will consider user fees when the character of the service and its users seems appropriate and, if user fees are charged, the user fee will be structured to recover the full cost of the service including all direct costs, capital costs, department overhead and City-wide overhead. Full cost recovery may be forgone if the fees prevent an individual from obtaining an essential service or results in the City being economically disadvantaged, or as otherwise set by the City Council; and
- The City will seek opportunities to generate additional revenues and gain further economies of scale in its operations by providing services to other local jurisdictions in exchange for the full cost of the services provided.

VI. DEBT MANAGEMENT POLICIES

The policy of the City is to manage its long-term debt in a manner designed to utilize its credit to optimize City services while balancing overall debt levels and annual debt service obligations. The City recognizes that prudent use of its credit can facilitate construction of essential capital improvements and serve as a method for sharing the costs of those improvements between current and future beneficiaries.

1. Debt Not to be Used for Operating Expenses.

When considered necessary, long-term debt may be used to provide for capital acquisitions and construction. Long-term debt will not be used to fund operating expenses except in extraordinary circumstances as authorized by the City Council. This policy recognizes that direct costs such as project engineers are integral to the capital project and are reasonably chargeable to bond proceeds.

2. Term of Debt

Long-term debt will be structured in a

manner so that the life of the debt does not exceed the expected useful life of the asset being funded by the debt.

3. Method of Sale of Bonds and Notes

The City will obtain the most competitive pricing on debt issues and broker commissions in order to ensure a favorable value to the City's customers.

4. Refunding Bonds

As a general rule, existing bonds will not be refunded through the issuance of refunding bonds unless the refunding plan will achieve a net present value savings of at least 5%. As an exception to this general rule, bonds may be refunded to obtain more favorable covenants when it is clearly in the City's interest to do so.

5. Legal Limitation of Indebtedness

The City will utilize general obligation (GO or "voted") and limited tax general obligation (LTGO or "non-voted") debt authority prudently as these forms of debt are subject to Constitutional limits and serve as the City's major source of credit. The Finance Department will annually calculate the City's Constitutional Limit of Indebtedness and the City's outstanding indebtedness will never exceed those Constitutional limits. Additionally, the Finance Department will annually monitor the direct (City) and overlapping (other jurisdictions also taxing City taxpayers) tax supported debt borne by City property owners so that the City Council can see the full effect on taxpayers of any proposed bond issues.

6. Reserve of Debt Authority

At a minimum, the City will retain at least 10% of its legal limit for Non-Voted General Purpose Indebtedness (LTGO debt authority) as a reserve for emergencies. This reserve serves to protect the City from any declines in City assessed valuation which might cause the City to unintentionally exceed its Constitutional limits on indebtedness.

7. Preservation of Credit Rating

The City will carefully consider the future fiscal impacts of incurring additional long-term debt and will recognize the implicit, additional costs of any future debt that

might adversely impact the City's credit rating.

8. Use of Revenue Debt Whenever Possible

The City recognizes that its ability to pledge its taxing authority as security for debt (GO and LTGO debt) is a limited resource which should be preserved whenever possible. Therefore, whenever the improvement being financed with debt is expected to produce off-setting revenues (e.g. utility improvements or parking structures) that can be used to secure all or part of the debt in lieu of a pledge of the City's taxing authority, that revenue should be used to secure the debt to the maximum practical extent. Such "revenue bonds" do not impact the City's legal limitation of indebtedness so their use, whenever practical, serves to preserve the City's legal debt capacity for other potential needs.

9. Conduit Debt

The City can permit itself to be used as a conduit for debt secured by others where such an arrangement is required or permitted by laws or regulations and where the City is not, in any way, contingently liable for the repayment of the debt. The chief example of conduit debt is Local Improvement District (LID) debt where the City sells bonds on behalf of property owners benefitted by the LID. LID bonds are repaid solely through special property tax assessments on benefitted properties or if necessary the LID Guaranty Fund.

VII. UTILITY FUND RATE PROJECTION POLICIES

1. Utility rate studies shall be conducted at least every five years to update assumptions and ensure the long-term solvency and viability of the City's utilities.
2. Utility rate review will be reviewed at least biennially and necessary adjustments made to reflect inflation, construction needs, and to avoid major increases.
3. Rates should be adequate to ensure reliable, competitively priced services for our customers. Net revenues in excess of both legal requirements and minimum

working cash balances should be used to minimize future rate increases by funding approved capital projects, retiring high cost debt, and augmenting reserves established to reduce ratepayer risk.

VIII. ACCOUNTING AND FINANCIAL REPORTING POLICIES

The City of Issaquah will maintain its accounting records in accordance with state and federal laws and regulations. Budgetary reporting will be in accordance with Washington State budget laws and regulations. The City will annually report its financial condition and results of operations in accordance with state regulations and generally accepted accounting principles (GAAP) by the last day of May of each year.

Additionally, the Finance Department will prepare such management reports and other internal reports as determined by the Mayor and City Administrator. The Finance Department will also prepare regular budget to actual status reports to keep the City Council informed throughout the budget period.

IX. AUDIT POLICY

The City's Comprehensive Annual Financial Report (CAFR) will be audited annually by the Washington State Auditor's Office on a schedule determined by that office as is required by State law. The results of such audits will be communicated promptly to the Mayor, City Administrator and to the City Council. Such audit reports shall also be kept on file with the City Clerk and will be available for public inspection in accordance with the State of Washington's Open Public Records Act.

Additionally, the City may, from time-to-time, retain other auditors or consultants to perform such operational reviews and/or performance audits as are judged to be in the City's interests.

X. INSURANCE POLICY

The City will periodically review its insurance options for each risk or hazard and medical options to determine whether it is most cost effective to purchase commercial insurance, to

fund a self-insurance program or to participate in a "pooled" self insurance program with other jurisdictions. Such a determination should consider the long-term financial obligations of such a decision as well as the regular fluctuations in commercial insurance markets. Where the City decides to self-insure a risk, the policy of the City will be to fully fund the expected costs of those risks through actuarial or other professional estimates of those costs.

XI. CAPITAL BUDGET AND PLANNING POLICIES

Long range planning should be done for the replacement or construction of capital facilities and major equipment. Project cost estimates for the Capital Budget should be based upon a thorough analysis of the project and be as comprehensive as possible, including but not limited to, preliminary and environmental work, property acquisition, design, project administration, testing, construction, applicable taxes, and contingency. All cost estimates should include an escalation estimate for future years, from the year of estimation, using an appropriate rationale for the project.

The Capital Budget shall include only those multi-year projects which can reasonably be accomplished in the budget period. The detailed sheet for each budgeted capital project will include a project schedule. A capital project will not be budgeted unless there is a reasonable expectation that revenues will be available to pay for it.

Consideration should be given, where feasible, to financing capital projects through user charges and/or special assessments charges to those who are benefitted the most by the project.

1. Comprehensive resource plan

Capital proposals should include a comprehensive resource plan. This plan should include the amount and type of resources required, and the funding and financing strategies to be employed. The specific fund should be identified and the financing schedule should be outlined. The plan should include total project costs as well as the specific resources needed to complete each project phase.

2. Impact on overall Capital and Operating Budgets.

All proposals for expenditure of capital funds should be formulated and presented to Council within the framework of a general capital budget. Other than in emergency situations or external funding opportunities any commitment of any capital funds, including reserve funds, will be considered only as part of a general review of all capital budget requirements.

Project proposals should indicate the project's impact on the operating budget, including but not limited to, long-term maintenance costs necessary to support the improvement. If a proposed project will cause a direct, negative impact to other City facilities, the costs of mitigating those impacts should be considered as part of the project's comprehensive costs.

3. Contingencies

At the time of contract award, each project will include reasonable provisions for contingencies. The amount of set aside for contingencies will correspond with industry standards and should not exceed 10% or \$5,000 whichever is greater of the contract amount unless a higher percentage is approved by the City Council. Project contingency funds should only be used to pay for unforeseen needs within the original project scope. Project contingencies will not be expended to cover change orders resulting from increases in project scope unless specifically authorized by the City Council.

4. Capital Facilities Plan (CFP)

The City shall annually update the Capital Facilities Plan (CFP) and provide it to the City Council so that sufficient time is available for Council study sessions and for public inspection and comment prior to its adoption. The City will comply with all requirements for public notices, public hearings and opportunities for public comment.

All projects included in the CIP shall be consistent with the City's Comprehensive Plan and with its goals for services, facilities and transportation. The service level goals

from the Comprehensive Plan should be identified in the Capital Improvement Plan.

The City Council should consider several factors as it ranks projects for inclusion in the CFP including:

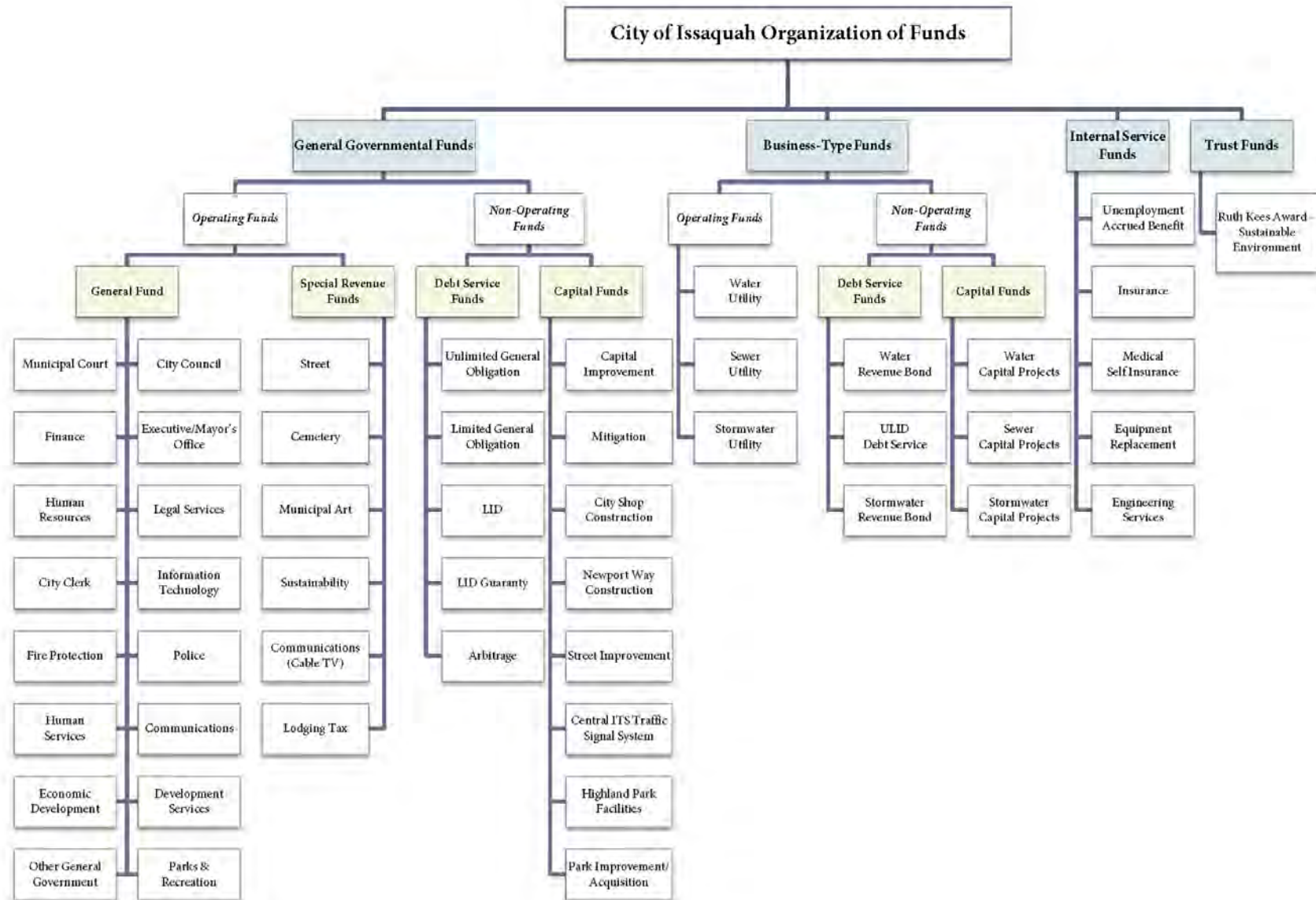
- a. Does the project have a positive impact on the operating budget (e.g. reducing expenditures or increasing revenues)?
- b. Is the project programmed in the five-year operating budget forecast, when applicable?
- c. Can the project be completed or significantly advanced during the Six-Year City Facilities Plan?
- d. Can the project be accomplished during the timeframe that is estimated?
- e. Does the project implement previously adopted Council plans or strategies?

XII. OVERHEAD POLICY

The City will develop process improvement and efficiency strategies so that administrative costs necessary to support City operations and to ensure adequate internal controls and legal compliance are minimized, therefore allowing the maximum possible resources for direct public services.

XIII. INTERGOVERNMENTAL REVENUE POLICY

The City will actively seek opportunities to enhance public services through intergovernmental cooperation, shared revenues and grants. For planning purposes, all grants will be treated in the same manner as other temporary and uncertain revenues and will not be used to fund ongoing, basic service needs. Appropriate staff including the sponsoring department, the City Attorney (when necessary) and Finance will review grant agreements to ensure compliance with grant requirements. The City will budget grant-funded expenditures only after receipt of the grant award or letter of commitment, and then, only for the amount of the grant award. City overhead and/or indirect costs will be included in grant funding requests, where permitted.





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General Fund Summary

Summary of revenues and expenditures for the General Fund.

General Fund Overview

Governmental accounting systems are organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities. The funds are segregated for the purpose of carrying on specific activities or attaining certain objectives.

The General Fund, sometimes referred to as the Current Expense Fund, is used to account for all financial resources and transactions except for those that must be accounted for in Special Funds. This fund offers the most discretion in shifting or emphasizing priorities. The General Fund generates the majority of its revenue from taxes and state and local shared revenue.

This revenue is used to provide general government services, including police and fire protection, planning and community development, cultural, recreational, financial, and administrative services, and City management.

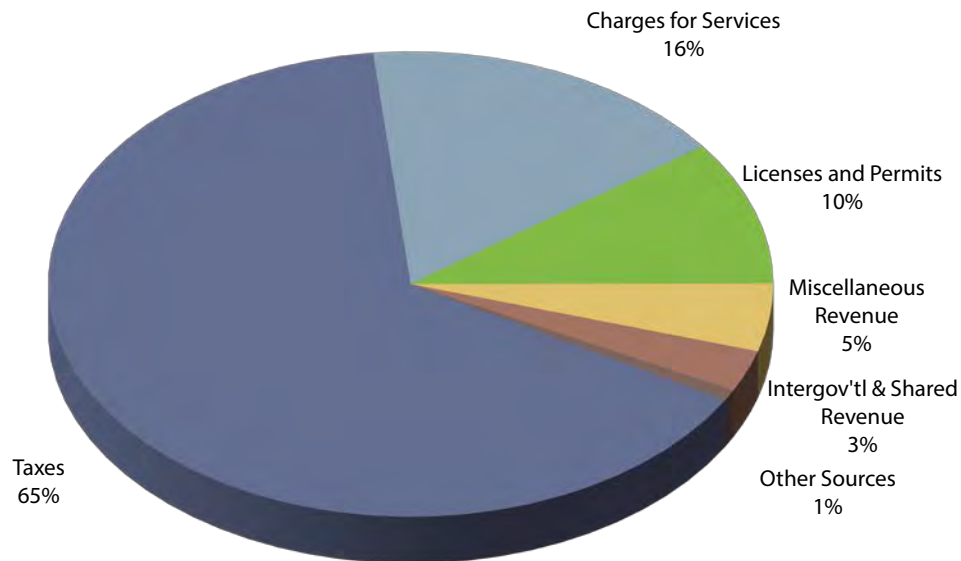
On the following pages, you will find General Fund revenue comparisons for 2013 actual through 2015 budget, as well as detailed information on anticipated 2014 revenues. These 2014 estimates are based on laws and ordinances currently in effect.

A summary of General Fund expenditures by type is followed by a more detailed presentation of proposed expenditures by department, providing comparable expenditure figures for 2013 actual, 2014 budget and estimates and the 2015 budget.



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2015 General Fund Revenue - Source of Funds



Revenue Comparison

	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 7,831,209	\$ 7,972,281	\$ 7,731,999	\$ 7,995,813
Revenue Source:				
Taxes	\$ 22,512,157	\$ 23,695,900	\$ 23,268,800	\$ 25,195,600
Licenses and Permits	2,438,077	2,608,900	3,820,450	3,899,540
Intergov'tl & Shared Revenue	932,236	960,200	1,076,515	1,117,000
Charges for Services	6,534,812	6,671,800	5,793,438	6,419,500
Fines & Forfeitures	635,405	546,500	781,750	775,000
Miscellaneous Revenue	1,053,513	1,077,700	1,244,555	1,050,100
Other Sources	5,230	-	18,275	-
Revenue Subtotal	\$ 34,111,431	\$ 35,561,000	\$ 36,003,783	\$ 38,456,740
Transfers In From:				
Cemetery Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Communications Fund	268,800	272,000	272,000	277,500
Transfers-In Subtotal	\$ 293,800	\$ 297,000	\$ 297,000	\$ 302,500
General Fund Total	\$ 42,236,440	\$ 43,830,281	\$ 44,032,782	\$ 46,755,053

Detailed General Fund Revenue

	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<i>Beginning Fund Balance</i>	\$ 7,831,209	\$ 7,972,281	\$ 7,731,999	\$ 7,995,813
Property Tax	7,050,374	7,344,600	7,333,000	7,734,000
Sales Tax	8,291,908	8,773,000	8,608,450	8,616,000
Business & Occupation Tax	2,526,199	2,750,000	2,652,750	3,750,000
Utility Taxes	4,445,759	4,613,000	4,479,350	4,875,000
Other Taxes	197,917	215,300	195,250	220,600
<i>Total Taxes</i>	<i>22,512,157</i>	<i>23,695,900</i>	<i>23,268,800</i>	<i>25,195,600</i>
Building Permits	\$ 2,159,870	\$ 2,248,000	\$ 3,528,500	\$ 3,607,840
Business Licenses	260,801	265,000	272,500	274,000
Other Licenses/Permits	17,406	95,900	19,450	17,700
<i>Total Licenses & Permits</i>	<i>2,438,077</i>	<i>2,608,900</i>	<i>3,820,450</i>	<i>3,899,540</i>
Federal Grants	\$ 12,845	\$ -	\$ 129,575	\$ 130,000
State & Local Grants	14,242	35,000	-	5,000
Sales Tax Mitigation	563,238	560,000	573,600	560,000
Criminal Justice (State)	41,036	42,800	44,290	44,600
Liquor	300,874	322,400	329,050	377,400
<i>Total Intergovernmental/Shared</i>	<i>932,236</i>	<i>960,200</i>	<i>1,076,515</i>	<i>1,117,000</i>
Jail Services/Fees	\$ 1,499,729	\$ 1,367,000	\$ 1,584,400	\$ 1,501,500
Other Public Safety Charges	227,748	200,000	210,535	220,800
Municipal Court Fees	313,772	365,000	328,013	361,100
Recreation/Pool Fees	2,164,188	2,105,000	1,985,000	2,068,400
Engineering/Inspection Fees	900,639	1,530,500	175,700	700
Plan Check Fees	811,657	384,000	771,110	950,000
Dispatch Services	384,145	480,000	505,000	580,000
Other Fees & Charges	232,934	240,300	233,680	737,000
<i>Total Charges for Services</i>	<i>6,534,812</i>	<i>6,671,800</i>	<i>5,793,438</i>	<i>6,419,500</i>
Fines & Forfeitures	\$ 635,405	\$ 546,500	\$ 781,750	\$ 775,000
Interest Income	162,797	168,100	167,500	168,100
Rents & Leases	842,406	851,600	1,012,430	832,000
Other Miscellaneous Revenue	48,309	58,000	64,625	50,000
<i>Total Miscellaneous Revenue</i>	<i>1,688,918</i>	<i>1,624,200</i>	<i>2,026,305</i>	<i>1,825,100</i>
Operating Transfers-In	\$ 293,800	\$ 297,000	\$ 297,000	\$ 302,500
Misc. Other Sources	5,230	-	18,275	-
<i>Total from Other Sources</i>	<i>299,030</i>	<i>297,000</i>	<i>315,275</i>	<i>302,500</i>
Total Revenue from all Sources	\$ 34,405,231	\$ 35,858,000	\$ 36,300,783	\$ 38,759,240
Total General Fund Revenue	\$ 42,236,440	\$ 43,830,281	\$ 44,032,782	\$ 46,755,053

Summary of Locally Levied Taxes - \$25,195,600 (65%)

Issaquah has a diverse mix of revenues that grow and retract based on various drivers. Through a diverse revenue base and conservative financial management, Issaquah has been able to weather through the most recent recession.

This summary includes specific information on each of the major taxes levied to support City services.

Property Tax - \$7,734,000 (31%)

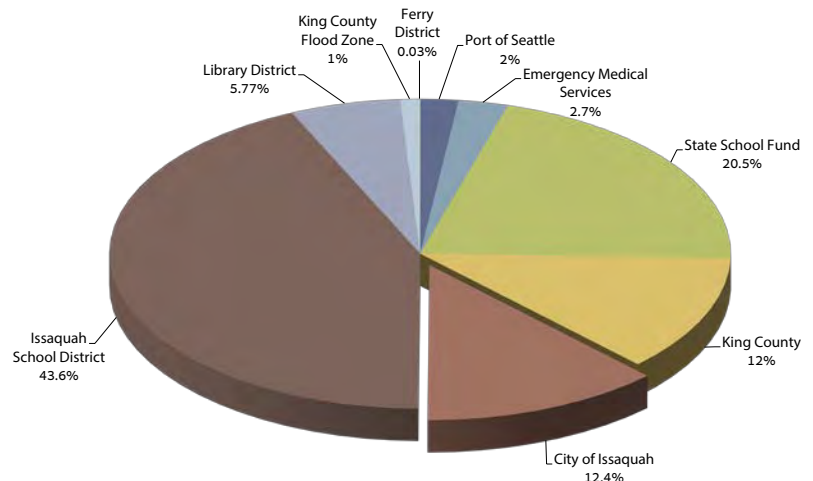
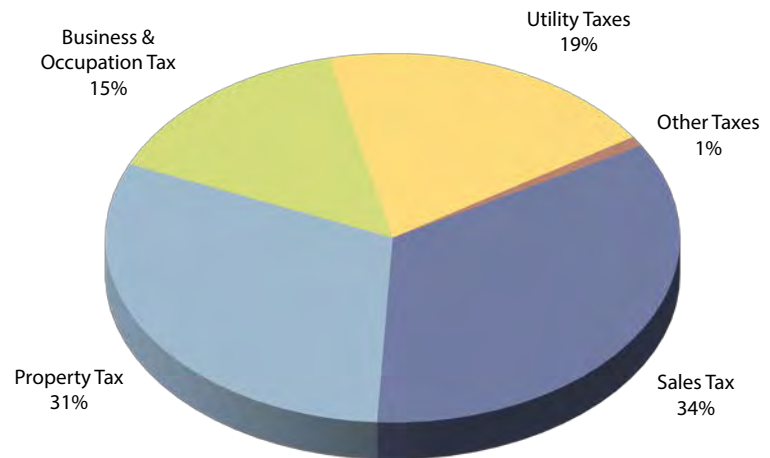
Property tax is the second largest source of revenue in the General Fund and primarily funds services in the General Fund. Taxes are due in two equal installments on April 30th and October 31st. Collections are remitted the month following collection to the appropriate taxing district by the County Treasurer.

Although property taxes represent a major source of funding for City services, the portion of each property owner's total tax bill allocated to the City is relatively small.

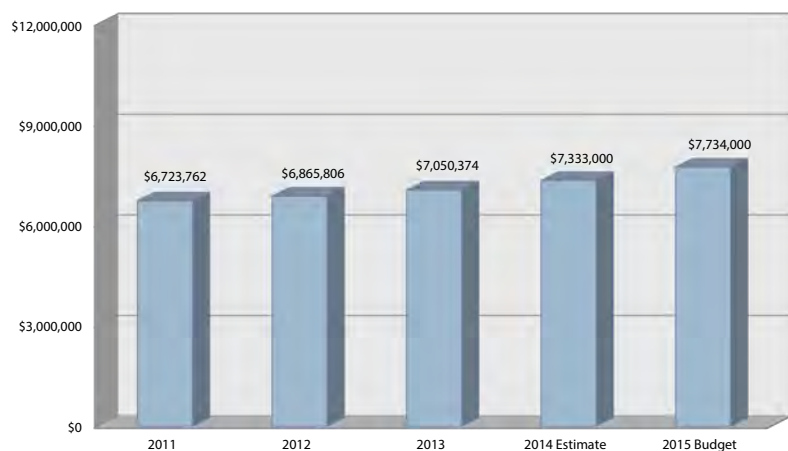
In 2014, the total typical property tax rate for all governmental agencies in Issaquah was \$11.37 per \$1,000 of assessed valuation. Of that total, about 12.4 percent, or \$1.44 per \$1,000 assessed valuation, went to the City. Of the \$1.44 per \$1,000 assessed valuation, \$1.20 per \$1,000 assessed valuation went to pay for city services and \$0.24 per \$1,000 assessed valuation went to pay for voter-approved debt.

Additional information on property tax, including historical figures may be found in **Section 10 – Supplemental Schedules** of the budget.

Distribution of General Fund Taxes Received



Five-Year Comparison of Property Tax Received

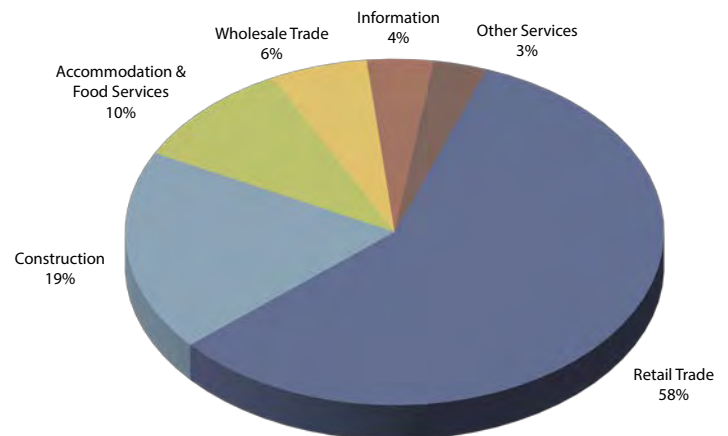


Sales Tax - \$8,616,000 (34%)

Sales tax is the primary source of funding for general City services as well as a dedicated funding source for the Street fund. The State collects and distributes sales tax on the sale of most consumer goods (except most food products) and some services. The State provides the City with a portion of this revenue on a monthly basis. The total sales tax rate is 9.5% in most areas of Issaquah and Issaquah receives 0.85% of this rate. Washington State collects an additional 0.3% sales tax on vehicle sales and leases to fund transportation improvements.

The distribution of the sales tax is displayed in the table below.

Jurisdiction	Rate %
State of Washington	6.50
King County/METRO	1.00
King County Criminal Justice Levy	0.10
King County	0.15
City of Issaquah	0.85
Regional Transit Authority (RTA)	<u>0.90</u>
Total General Sales Tax Rate	9.50
Additional Auto Sales/Lease Rate	<u>0.30</u>
Total Auto/Sales Lease Rate	9.80

Sales Tax Distribution by Category

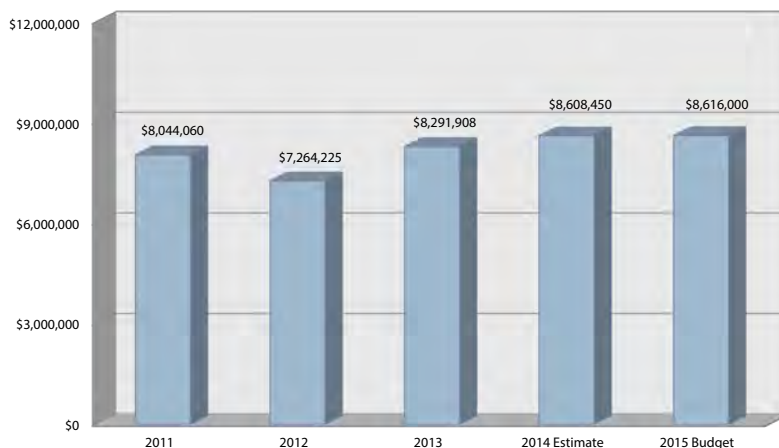
The 2015 budget for the City's sales tax revenue reflects a 2% decrease. During the 2014 fiscal year, the City did not realize the anticipated growth in revenues. For 2015, we have lowered revenue expectations.

Business & Occupation Tax (B&O) - \$3,750,000 (15%)

Business and occupation taxes are imposed and collected directly by the City upon all business activity within the City of Issaquah (IMC 5.04.050). Manufacturing, retailing and wholesaling activities are taxed at a rate of 8/100 of 1% (.0008). *Printing, Publishing, Extracting or Processing for Hire, Retail Services and Services and Other Business Activities (aka All Other Businesses)* categories are taxed at a rate of 1/10 of 1% (.001).

This budget recommends a B&O tax rate increase. Effective April 1, 2015, Manufacturing, Retailing and Wholesaling business activities will be taxed at a rate of 15/100 of 1% (.0015).

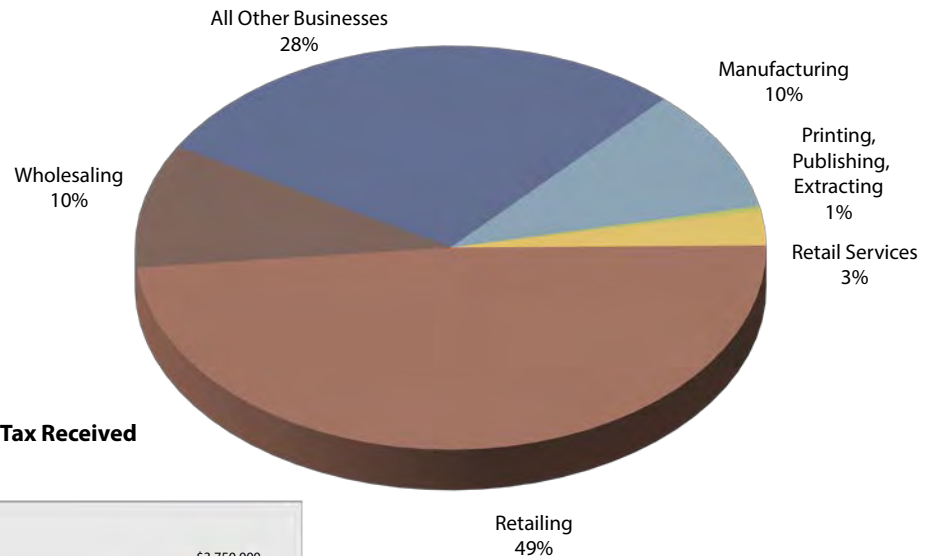
Printing, Publish, Extracting or Processing for Hire; Retail Services; and Other Business Activities categories will be taxed at a rate of 1/12 of 1% (.0012).

Five-Year Comparison of Sales Tax Received

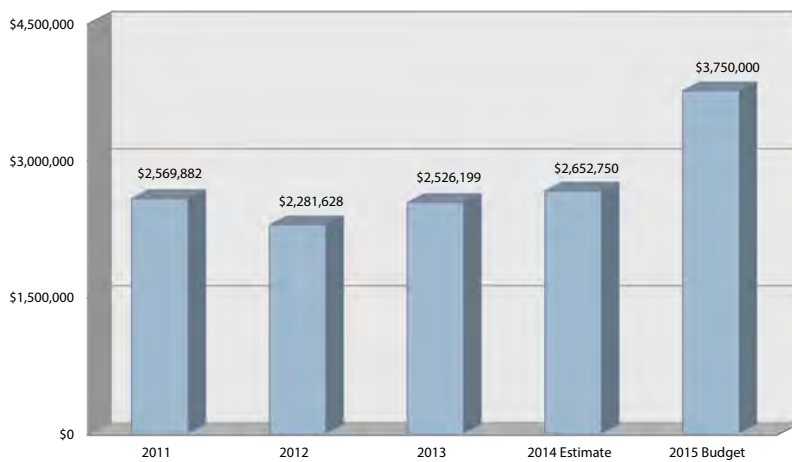
Of the B&O taxes paid through September 30, 2014, taxes paid fall into the categories of business activities illustrated in the chart to the right:

At time of publication, the City has 5,150 actively licensed businesses of which 1,403 file tax returns annually. The other 3,747 file their taxes quarterly.

Business & Occupation Tax Distribution by Category



Five-Year Comparison of B & O Tax Received

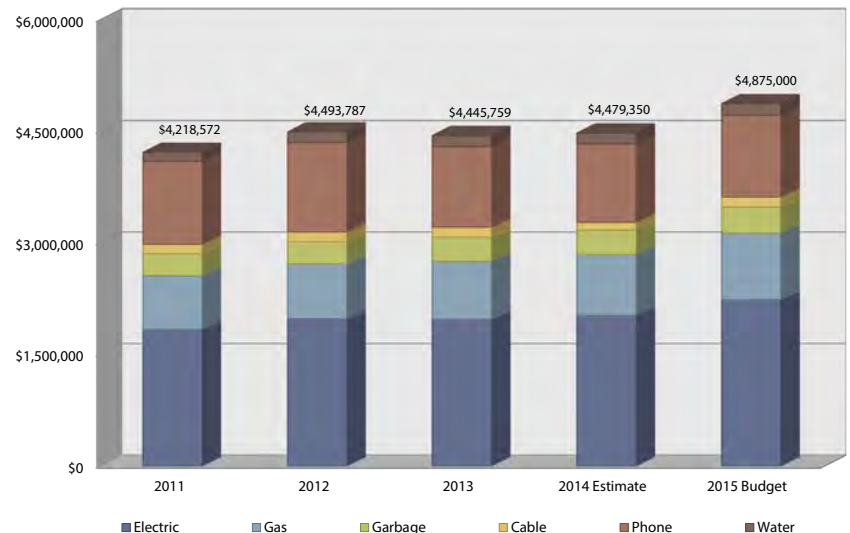


Five-Year Comparison of Utility Taxes Received by Utility Type

Utility Taxes - \$4,613,000 (19%)

The City imposes a on the gross income of various utility services provided within the boundaries of the City.

Private electric, natural gas, solid waste (garbage), and telephone are taxed at a rate of 6% on their gross income derived from customers inside Issaquah city limits. Cable TV utilities are taxed at a rate of 1.0% plus a 5.0% franchise rate to both residential and commercial customers of these utilities.



Legislation passed in 1982 limits the tax rate on electric, gas, steam, and telephone utilities to 6.0%. The Cable Communication Policy Act of 1984 states that cable tax rates should not be higher than tax rates on other utilities.

Other Taxes - \$220,600 (1%)

Gambling Tax

The City collects an excise tax quarterly from receipts on bingo, raffles, punchboards, pull tabs and amusement games. A tax rate of 5.0% is imposed on bingo, raffles, punchboards, and pull tabs. A tax rate of 2.0% is imposed on amusement games.

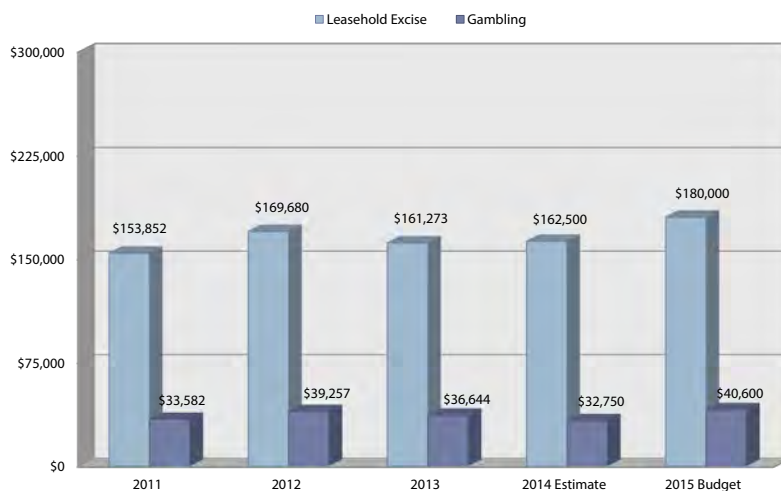
Leasehold Excise Tax

Leasehold excise tax is levied and collected for the privilege of occupying or using publicly owned real or personal property within the City of Issaquah.

Summary of Licenses and Permits -- \$3,899,540 (10%)

License and permit fees are designed to cover the cost of administration, inspection, and continuing services for those occupations, trades, and activities regulated by the City. Most revenue in this category

Five-Year Comparison of Other Taxes Collected by Type



is collected by the Development Services Department and is as follows:

Building Permits

Fees are charged for building permits, plumbing permits, clear/grade permits, side-sewer permits, mechanical permits, and sign permits. Fees imposed for permits are subject to a base charge determined by the type of permit, plus additional fees determined by either the dollar value or size (square foot or number of units) of the project.

The fees were increased April 1, 2014, and that increase, combined with an increase in development activity resulted in the large increase observable in the Five- Year Comparison chart below left. A significant portion of the increase is related to expedited reviews.

Business Licenses and Other Licenses/Permits

This category includes the issuance of business licenses and licenses for certain activities such as cabaret (live music/dancing), massage parlors, pawnbrokers or devices such as cigarette machines and amusement devices.

Business licenses are issued to all businesses conducting business in the City of Issaquah. The City has

Five-Year Comparison of License & Permit Fees Collected by Type



partnered with the State of Washington to provide one source for business licenses and renewals. The initial license fee is \$60.00 per year plus a \$19.00 MLS handling fee. The fee for renewal of the license is \$50.00 per year plus an \$11.00 MLS handling fee.

Other licenses/permits include amusement permit fees, franchise fees, and animal licenses.

Charges for Services -- \$6,419,500 (16%)

The charges for services is a major source of revenue for the City which include user fees for recreational programs, aquatics services, jail/detention services, dispatch services, planning and building activities and are derived from charges, fees, and costs for services rendered.

This budget recommends a new surcharge fee for non-city residents for Parks and Recreation programs.

In the Charges for Services category, there has also been technology surcharge fee increase from 1.3% to 5% on development related activity.

Summary of Intergovernmental and Shared Revenues -- \$1,117,000 (3%)

Sales Tax Mitigation

On July 1, 2008, the state of Washington changed from origin-based to destination-based sales tax for delivered goods. This was Washington's final step to conform with the national Streamlined Sales and Use Tax Agreement (SSUTA). This change shifted local sales tax revenues among local jurisdictions; some gained revenues while other saw a loss in revenues. To ease the hardship on negatively impacted jurisdictions, the streamlined sales tax statute includes a provision to mitigate losses in revenue. The City of Issaquah receives sales tax mitigation money from the state of Washington. Due to severe budget challenges, the state of Washington reduced the streamlined sales tax

mitigation by 3.4% for the state's 2011-13 biennium.

Liquor Board Profits and Liquor Excise Tax Initiative 1183 passed in November 2011, privatizing the distribution and retail sale of liquor, effective June 1, 2012. Profits from the state-owned liquor stores and liquor excise taxes have historically been shared with local governments to help defray the costs for policing liquor establishments located within city limits.

The liquor board profits have been replaced with license fees charged to distributors and retailers, as a result of the initiative (although the State is still calling them profits).

Liquor taxes also continue to be collected on liquor sales. However, due to severe budget challenges, the State balanced its current budget by reducing liquor excise tax shared with local governments. The allocation was reduced by 3.4% in 2011 and will not be received for the last quarter of 2012 and the first three quarters of 2013.

Once distributions are reinstated, the amount to be distributed to local governments will be permanently reduced by \$10 million per year. However, due to the initiative requirements, local governments are to receive in liquor board profits no less than what was received in the four quarters prior to passage of the initiative. In addition, \$10 million is added to enhance public safety programs due to the increased number of retailers.

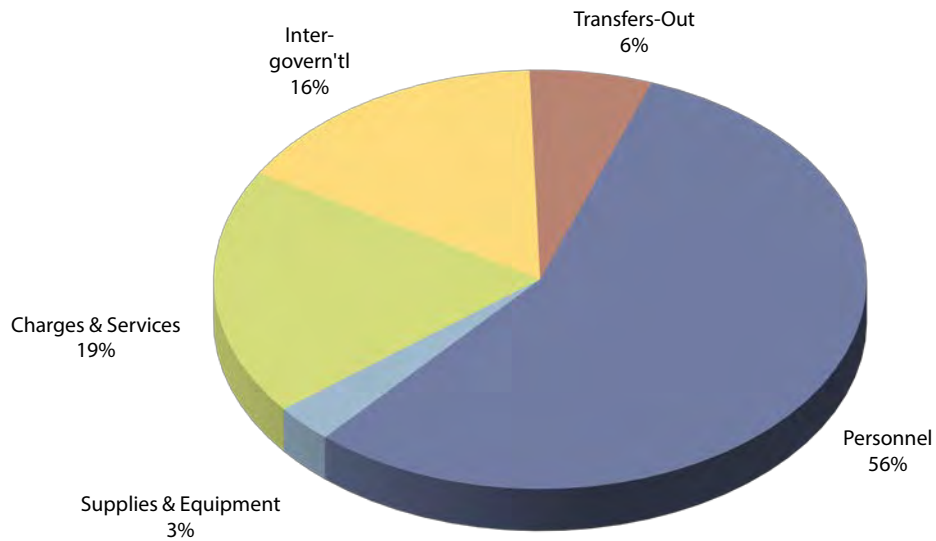
Miscellaneous Revenue -- \$1,825,100 (5%)

Miscellaneous revenue includes include traffic & parking fines, passport fees, municipal court administrative fees and sale of goods to inmates, interest, facility rents and leases, and contributions and donations.

Other Sources -- \$302,000 (1%)

Other sources include operating transfers in to the General Fund from the Communications and Cemetery Funds.

2015 General Fund - Use of Funds



<i>Department Name</i>	<i>Personnel</i>	<i>Supplies & Equipment</i>	<i>Charges & Services</i>	<i>Inter-govern'tl</i>	<i>Transfers-Out</i>	<i>Total</i>
City Council	\$ 66,800	\$ 1,500	\$ 18,000	\$ -	\$ -	\$ 86,300
Municipal Court	735,150	21,000	139,350	-	-	895,500
Executive	760,750	6,000	49,250	-	-	816,000
Finance	863,200	78,850	86,100	-	-	1,028,150
Legal	-	-	607,000	-	-	607,000
Support Svcs & Systems	350,000	5,000	23,400	-	-	378,400
Human Resources	291,700	19,000	73,050	-	-	383,750
Information Technology	462,400	22,000	171,900	-	-	656,300
City Clerk	245,700	6,500	51,250	-	-	303,450
Police	8,232,800	306,500	876,900	57,000	-	9,473,200
Fire Control	-	-	-	5,850,700	-	5,850,700
Communications	274,650	5,200	24,200	-	-	304,050
Human Svcs	146,600	3,200	714,400	9,000	-	873,200
Development Svcs	3,465,600	19,450	1,769,090	56,500	-	5,310,640
Economic Development	448,200	187,200	51,400	-	-	686,800
Parks & Recreation	5,179,150	404,550	1,930,450	37,950	-	7,552,100
Other Gen'l Government Svcs	139,000	50,000	823,500	196,150	2,358,100	3,566,750
Total General Fund	\$ 21,661,700	\$ 1,135,950	\$ 7,409,240	\$ 6,207,300	\$ 2,358,100	\$ 38,772,290

Expenditure Comparison¹

Department/Function Name	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
City Council	\$ 73,419	\$ 84,980	\$ 84,500	\$ 86,300
Municipal Court	793,446	861,810	820,722	895,500
Executive	1,020,937	799,010	752,593	816,000
Financial Services	1,051,033	974,160	967,493	1,028,150
Legal	568,163	425,230	499,135	607,000
Support Svcs & Systems ¹	-	342,150	338,089	378,400
Human Resources	354,547	363,130	358,741	383,750
Information Technology	651,291	635,750	605,490	656,300
City Clerk	347,316	289,490	289,130	303,450
Police	8,429,513	9,380,180	9,156,420	9,473,200
Fire Control	5,056,459	5,243,400	5,272,320	5,850,700
Communications	233,877	274,660	269,675	304,050
Human Services	478,634	594,660	613,831	873,200
Development Services	5,201,690	4,439,490	5,355,440	5,310,640
Economic Development	537,684	691,770	672,720	686,800
Park Planning & Administration	352,349	313,370	283,510	577,800
Facilities Rental	329,437	394,370	368,680	401,150
City Facility Services	1,808,455	1,752,520	1,622,870	1,823,650
Recreation Services	1,814,137	2,111,510	2,034,830	2,055,050
Aquatics	949,683	1,209,890	1,155,010	660,000
Park Facilities Maintenance	1,819,094	1,939,250	1,877,950	2,034,450
Other General Government Services	<u>2,633,280</u>	<u>2,738,135</u>	<u>2,637,820</u>	<u>3,566,750</u>
Subtotal	\$ 34,504,442	\$ 35,858,915	\$ 36,036,969	\$ 38,772,290
Ending Fund Balance	<u>7,731,999</u>	<u>7,971,366</u>	<u>7,995,813</u>	<u>7,982,763</u>
General Fund Total	\$ 42,236,440	\$ 43,830,281	\$ 44,032,782	\$ 46,755,053

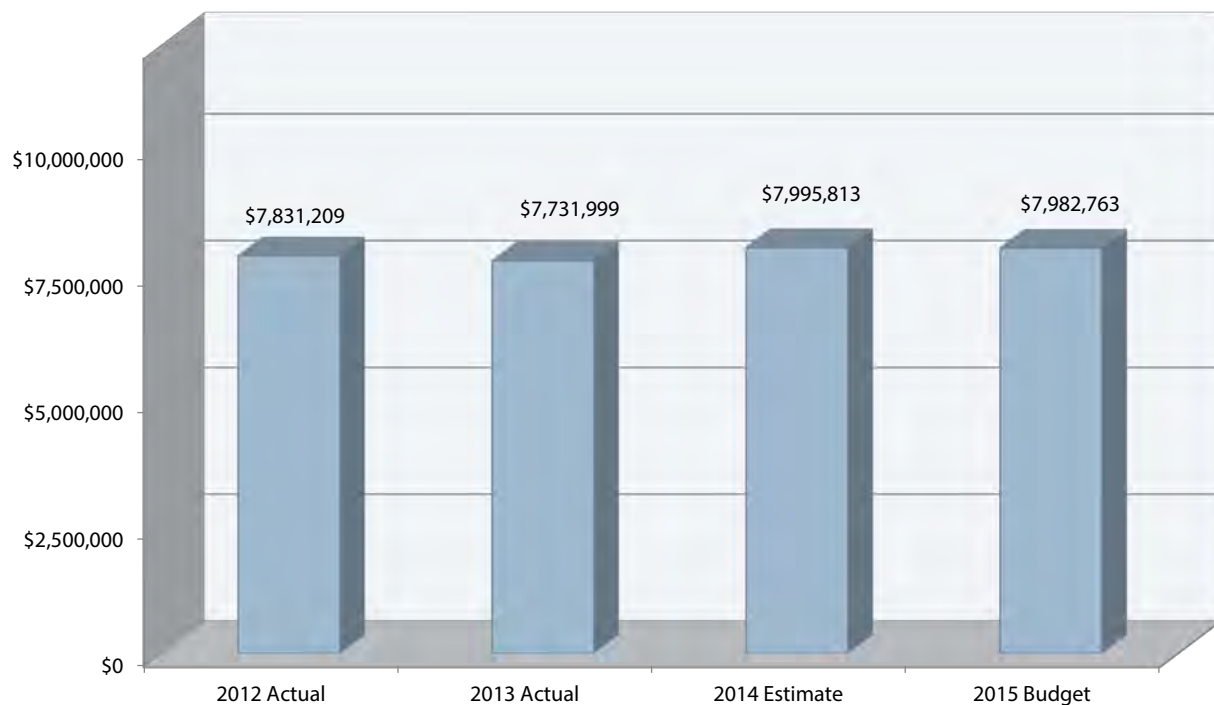
¹ New department.

General Fund Expenditure Changes of Note

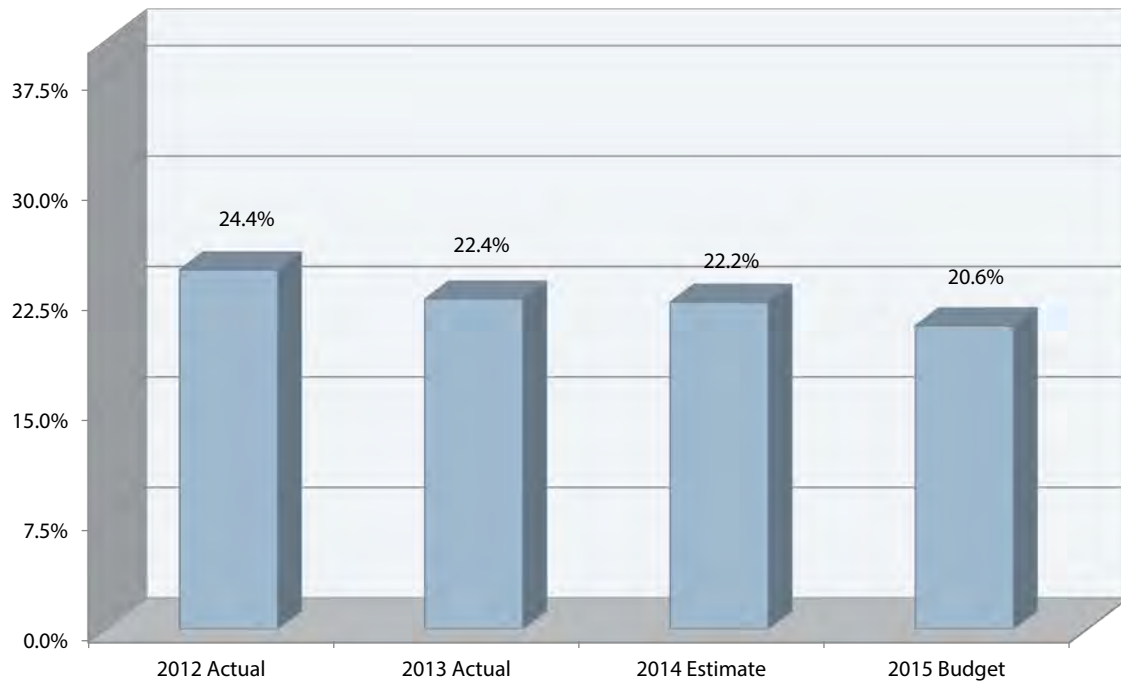
It is important to note some changes implemented in the General Fund's 2015 Budget:

- ☞ Beginning 2014, insurance charges were identified and allocated to the specific program or service benefitting from the insurance.
- ☞ Beginning 2014, public utility charges were identified and allocated to the specific buildings or locations consuming the specific public utility.
- ☞ The City's commitment to Fire and EMS services increased by 11% over 2014 to a proposed budget of \$5,850,700.
- ☞ The City reorganized operations in the Julius Boehm Pool and Parks Facilities
- Maintenance resulting in a long-term savings of \$293,500.
- ☞ This budget includes \$300,000 to cover employee retirements and anticipated payout of accrued benefits.
- ☞ This budget includes an increase of \$186,000 for public defense fees. This is a result of a recent ruling in the *Wilbur v. City of Mount Vernon* case regarding the guarantee of effective assistance of legal counsel to indigent persons charged with crimes per the U.S. Constitution's Sixth Amendment.

Ending Fund Reserves in \$



Ending Fund Reserves as a % of Total Expenditures



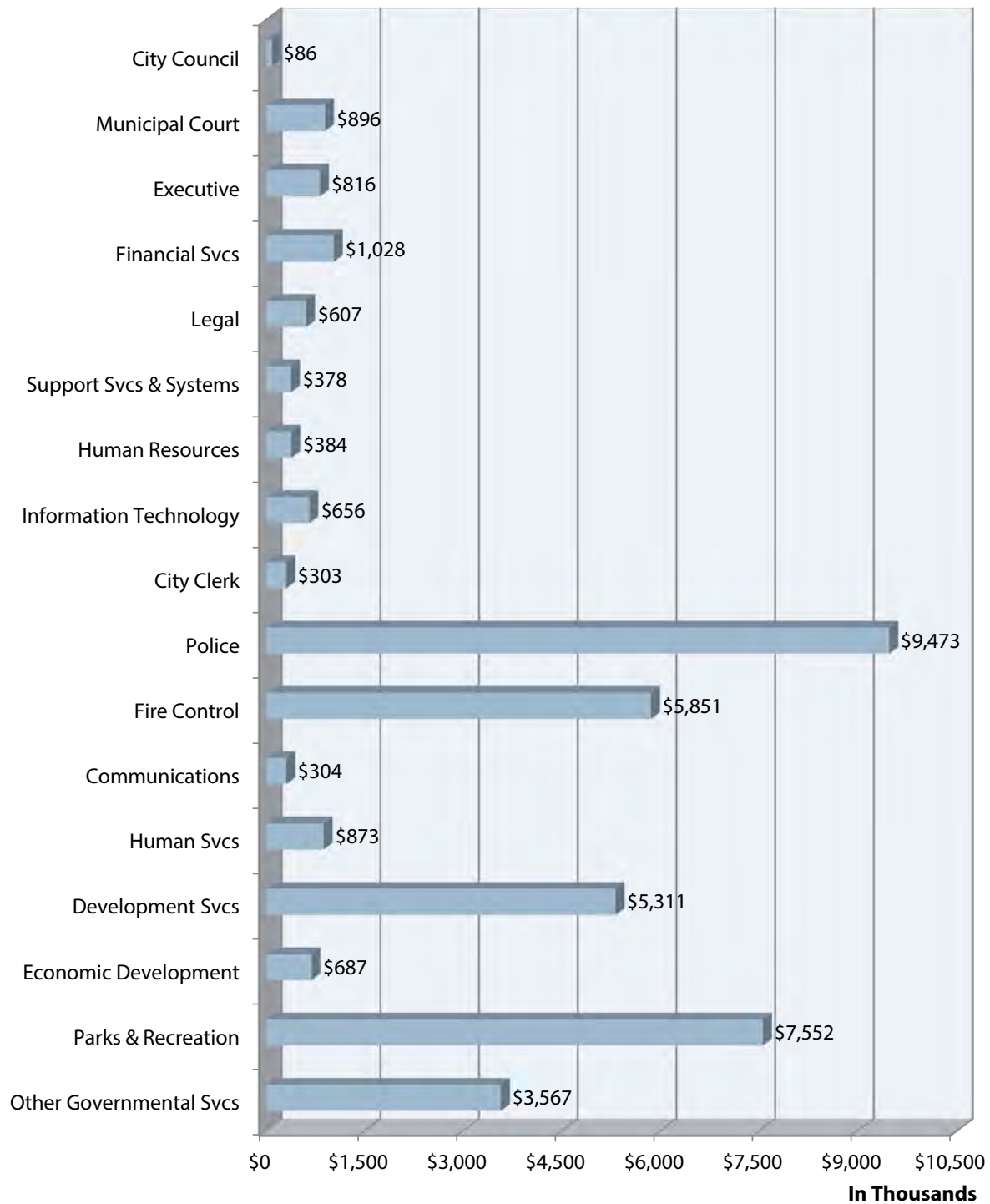


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General Fund Department Expenditure Detail

Expenditure detail, work plan, accomplishments and staffing levels for all
General Fund departments.

2015 General Fund Expenditure Detail by Department





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Legislative

Mission Statement

The legislative body provides effective City government representation for the citizens, determines policy, enacts ordinances and resolutions, approves contracts, and authorizes the payment of all obligations incurred by the City.

2015 Council Priorities

During the May 17, 2014 Annual Retreat and Goal Setting meeting, the Issaquah City Council identified five strategic goals for 2015:

1. **Safe/Drug-Free Community.** Support a community dialogue on drug use and the development of a community-based action plan by others.
 - Form a mayor-appointed ad hoc committee to provide recommendations to the Mayor on what the community can do to enhance Olde Town's vitality.

Desired outcomes include:

 - Increased community engagement and participation.
 - Improved knowledge of perceptions of community safety.
 - Reduction in non-normative behaviors and impacts (drug use, litter, etc.).
2. **Enhance Olde Town Vitality.**
 - In 2015, identify and execute an immediate public investment opportunity for the Olde town that will help enhance Olde Town's Vitality.
3. **Mobility Master Plan.** Develop a Mobility Master Plan.
4. **Affordable/Workforce Housing.** Increase the quantity of affordable housing units and workforce housing units, and the variety of housing options, in the City to create a balanced community. The first steps in this process are to update the Comprehensive Plan and create an affordable/workforce housing report card that is reviewed annually.
5. **Central Issaquah Anchor Project.** Identify a core project that establishes the tone and character in Central Issaquah, and create a strategic plan for implementation.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 66,660	\$ 66,710	\$ 66,140	\$ 66,800
Supplies & Equipment	1,006	1,500	1,300	1,500
Charges & Services	5,753	16,770	17,060	18,000
Expenditure Total	\$ 73,419	\$ 84,980	\$ 84,500	\$ 86,300

Salaries & Benefits

The salaries of the Council Members are budgeted in this category. Compensation for Council Members:

Councilors	\$700/Month
Deputy Council President.....	\$750/Month
Council President	\$800/Month

Municipal Court

Mission Statement:

The Municipal Court's mission is to establish and maintain public trust and confidence. The Court serves the citizens of Issaquah by providing access to justice for all and ensuring that all individuals are afforded due process of law as recognized by the Constitutions of the United States and the State of Washington.

Summary of Departmental Activities & Responsibilities

As a court of limited jurisdiction, the Municipal Court is authorized by the laws of the State of Washington to preside over all criminal misdemeanors and gross misdemeanors, as well as traffic, non-traffic and parking infractions occurring within the city limits of Issaquah, Snoqualmie and North Bend.

All cases filed are processed in accordance with court procedure and the laws of the State of Washington, under the direction of the presiding judge.

2015 Work Plan Focus

- ✕ Provide a safer courthouse to the public and monitor probation offenders at a higher level.
- ✕ Explore alternative jail programs to reduce jail costs.

Prior Year Accomplishments

- 👍 Enhanced probation services.
- 👍 Developed and implemented a court user survey to develop performance measures and published result online.

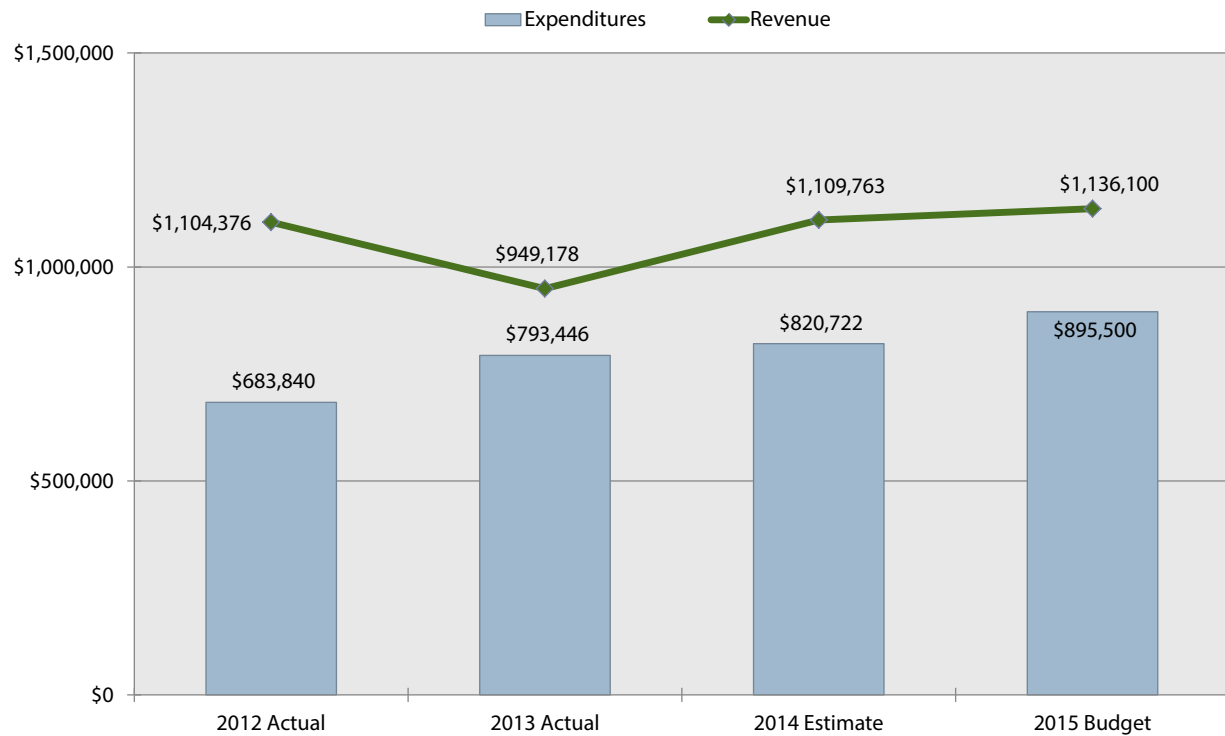
Staffing Levels

Position Title	# of FTE	
	2014	2015
Court Administrator	1.00	1.00
Probation Officer	1.00	1.00
Municipal Court Clerk	3.00	3.00
Judge	0.50	0.50
Court Security Officer	-	0.50
Assistants - Non-Reg	0.50	0.50
Security - Non-Reg	0.50	-
Total FTE	6.50	6.50

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 652,607	\$ 699,890	\$ 685,170	\$ 735,150
Supplies & Equipment	16,667	23,000	14,500	21,000
Charges & Services	124,172	138,920	121,052	139,350
Expenditure Total	\$ 793,446	\$ 861,810	\$ 820,722	\$ 895,500

Municipal Court Annual Budget Comparison



Performance Measures

Statistic	2010	2011	2012	2013	2014 ²
Criminal	1,222	1,328	1,167	1,063	694
Infractions ¹	7,080	5,847	4,754	3,231	1,535
Camera	3,723	5,580	5,015	4,114	3,039
Total Court Filings	12,025	12,755	10,936	8,408	5,268

¹ Infractions include traffic infractions, non-traffic infractions and parking tickets for Issaquah, Snoqualmie and North Bend as well as tickets filed by other law enforcement agencies.

² Statistics are through July 30, 2014.

Executive Department

Mission Statement

The Executive Department's mission is to ensure high quality, excellent public service by providing administrative direction and management of all departments in implementing City policies and procedures in an effective, efficient and timely manner. Pursue excellence in serving the public by supporting high-quality development; keeping the community, other jurisdictions and agencies well informed of the City's activities; and implementing projects and programs that meet the community's identified needs. Support effective recruitment, selection, development and retention of City employees; clarify and protect the rights and responsibilities of employees; and assure that policies, procedures and practices are implemented in a timely and equitable manner and comply with state and federal regulations.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Mayor	1.00	1.00
City Administrator	1.00	1.00
Deputy City Administrator	1.00	1.00
Executive Assistant to Mayor	1.00	1.00
Total FTE	4.00	4.00

Summary of Departmental Activities & Responsibilities

- ☞ Enhance public service through strategic planning of employee development - as well as programs and activities - to maximize interdepartmental teamwork.
- ☞ Represent the City to the public and other government and regional entities.
- ☞ Manage and coordinate the development of special projects requiring multi-department participation.
- ☞ Research and analyze legislation and issues of relevance to the City.
- ☞ Support the governance process and implement City goals.
- ☞ Support Issaquah's economic vitality.
- ☞ Administer human service grants, coordinate human services and support the Senior Center.

2015 Work Plan

- ✘ Coordinate the implementation of the 2015 City Council goals and assist the Council in the development of the 2016 Goal Setting.
- ✘ Continue the implementation of the High Performance workplace model throughout the organization.
- ✘ Coordinate the multi-department effort to enhance human and social sustainability in the City.
- ✘ Coordinate the City's participation in Eastside Public Safety Communications Agency (EPSCA) and Emergency Radio Levy.
- ✘ Coordinate the multi-departmental efforts on Traffic Concurrency and Economic Development.
- ✘ Coordinate Regional and statewide cooperative efforts and lobbying legislature (e.g. Sound Transit; SCA; ARCH; EPSCA; AFIS; Puget Sound Regional Council (PSRC) Board; Cascade Water Alliance; Eastside Transportation Partnership; Mountains-to-Sound Greenway).

Prior Year Accomplishments

- 👍 Worked with City Council to adopt a legislative agenda.
- 👍 Continued moving the organization towards a High Performing Organization with major performance improvements in the organization.
- 👍 Provided leadership and guidance to staff in the development of the 2015 budget.
- 👍 Continued to improve communications across functions and operations - physical locations of offices is a barrier to effective communications and efficient operations.
- 👍 Coordinated the implementation of the 2014 City Council goals.
- 👍 Coordinated with Finance Department on upgrade of City's Bond Rating to AAA.
- 👍 Concluded interlocal agreements with the Sammamish Plateau Water and Sewer District (SPWSD) on the Lower Reid Infiltration Gallery (LRIG) decommissioning and with the City of Sammamish on the Klahanie Potential Annexation Area (PAA).

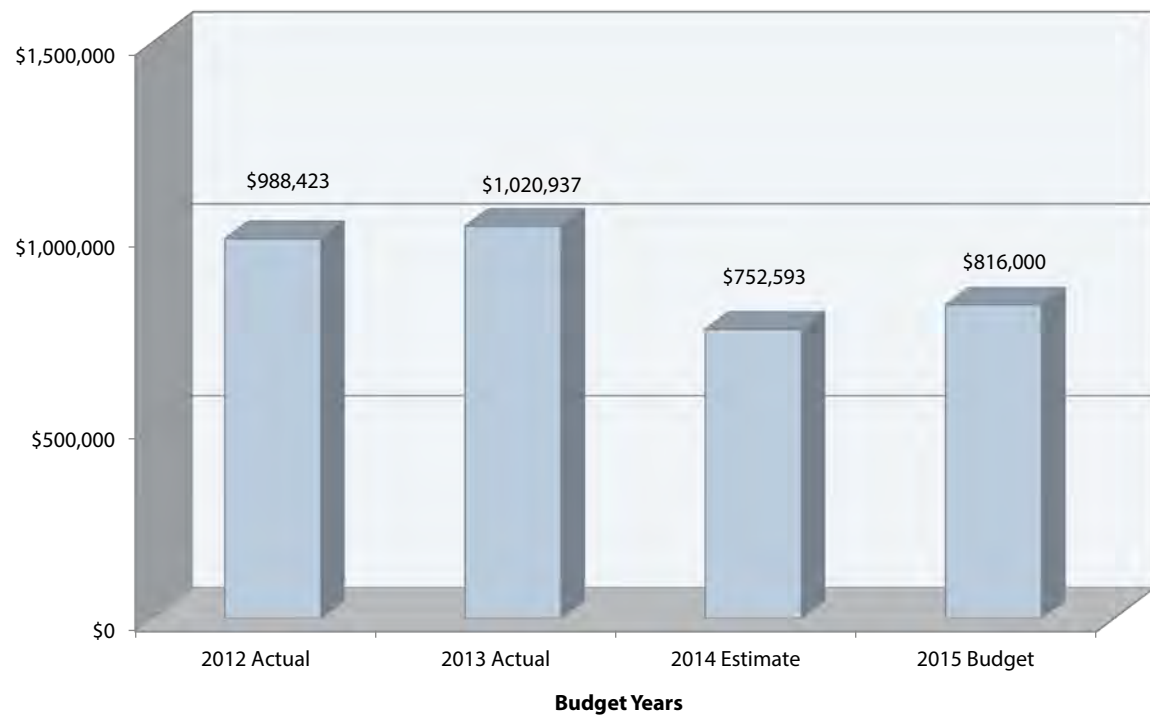


Moroccan Blue Door

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 984,119	\$ 745,380	\$ 652,300	\$ 760,750
Supplies & Equipment	4,152	7,000	6,500	6,000
Charges & Services	32,666	46,630	93,793	49,250
Expenditure Total	\$ 1,020,937	\$ 799,010	\$ 752,593	\$ 816,000

Executive Department Annual Budget Comparison



Finance Department

Mission Statement

The Finance Department's mission is to provide the City with financial information and financial planning, to maintain financial operations, and to provide continued improvement to existing financial systems and to maintain fiscal viability of the City as a whole.

Summary of Departmental Activities & Responsibilities

The Finance Department performs the following responsibilities in service to our customers and the citizens of Issaquah:

- 📄 Prepare and monitor budgetary and financial information systems. This includes:
 - ☞ Internal services;
 - ☞ User rate analysis;
 - ☞ Revenue forecasting;
 - ☞ Preparation of operating and capital budget;
 - ☞ Analyzing optimal fund balances and reserve requirements; and
 - ☞ Preparing various City, state and federal financial reports and analyses.
- 📄 Provide cash, debt management, and investment management services.



- 📄 Administer utility billing system for water, sewer, and stormwater.
- 📄 Provide risk management services including coordination of insurance claims and accident reports as well as contract administration and project management.

2015 Work Plan Focus

- ✂ Complete the 2014 audit of the City's annual financial statements with a "clean" opinion.
- ✂ Continue to evaluate business processes to create efficiencies and streamline department operations.
- ✂ Continue to enhance transparency of financial information to public.
- ✂ Implement major components of the upgrade of ERP (Enterprise Resource Planning) system to MUNIS.
- ✂ Rewrite travel policies and procedures.
- ✂ Work with departments on "change management" training to assure successful implementation of MUNIS system.
- ✂ Evaluate options and opportunities to streamline and improve our cash receipting and banking systems.
- ✂ Continue to evolve the Capital Facilities Plan into the Capital Facilities Element of the Comprehensive Plan
- ✂ Work with Public Works Engineering to complete the utility rate study.

Prior Year Accomplishments

- 👍 Provided project leadership on the Klahanie Potential Annexation Area.
- 👍 Provided project leadership for the City's lobbyist and legislative agenda.
- 👍 Administered Business & Occupation (B&O) Tax requirements for 5,078 actively licensed businesses.
- 👍 Continued to streamline daily operations by taking advantage of technology to replace traditional paper processes.
- 👍 Continued migration of the Capital Improvement Plan into a Capital Facilities Plan.
- 👍 Began the implementation of the ERP system.
- 👍 Evaluated the current B&O tax structure and provided options for change to the City Council.
- 👍 Increased the overall investment portfolio of the City.
- 👍 Completed the first cost allocation study for the City.

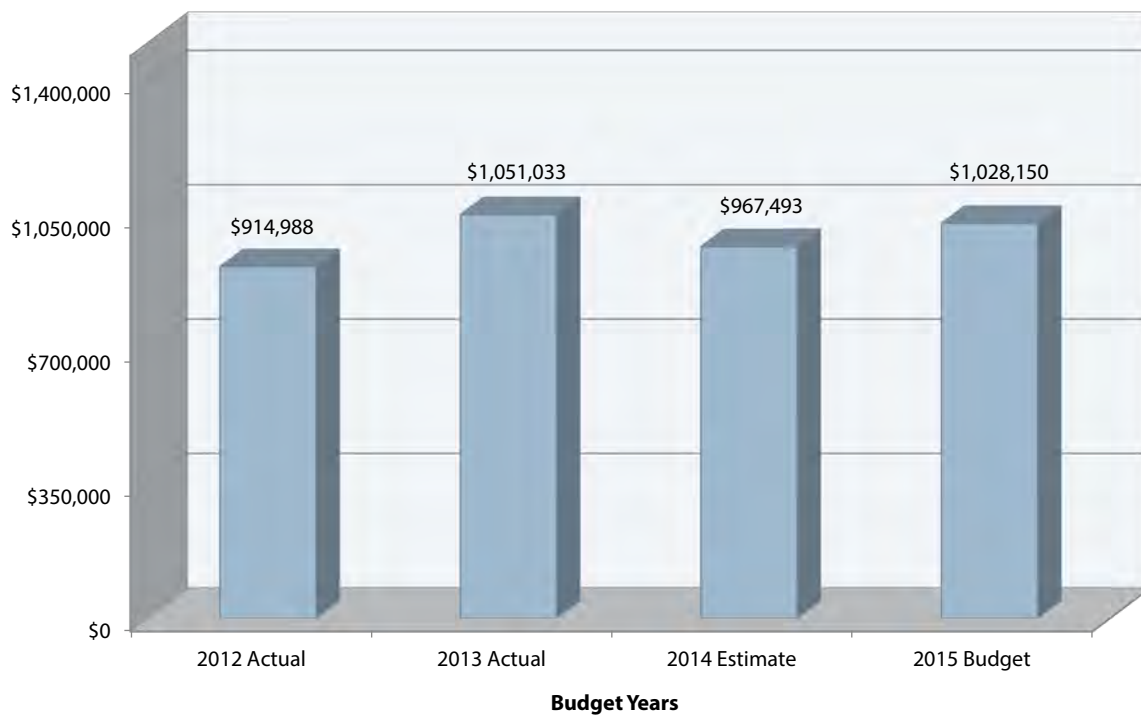
Staffing Levels

Position Title	# of FTE	
	2014	2015
Finance Director	1.00	1.00
Deputy Finance Director	1.00	1.00
Financial Services Supervisor	1.00	1.00
Senior Accountant	1.00	1.00
Senior Accountant/ Project Manager	-	1.00
Risk Management Officer	1.00	1.00
Senior Tax Auditor	0.75	0.75
Business Tax/Cash Control Coordinator	0.50	0.50
Financial Data Specialist	1.00	1.00
Fiscal Specialist II	2.00	2.00
Utility Services Program Coordinator	1.00	1.00
Total FTE	10.25	11.25

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 959,278	\$ 847,940	\$ 848,440	\$ 863,200
Supplies & Equipment	11,033	15,810	11,900	78,850
Charges & Services	80,722	110,410	107,153	86,100
Expenditure Total	\$ 1,051,033	\$ 974,160	\$ 967,493	\$ 1,028,150

Finance Department Annual Budget Comparison



Performance Measures¹

Statistic	2010	2011	2012	2013	2014 ¹
Number of Payroll Employees	465	460	481	525	n/a
Number of Payroll Checks Processed	1,625	1,219	1,114	1,666	n/a
Number of Payroll Direct Deposits	6,469	6,505	6,300	6,618	n/a
Number of Invoices Processed	13,307	13,538	15,547	14,858	n/a
Number of Accounts Payable Checks Processed	5,629	5,822	6,286	5,412	n/a
Total Utility Accounts	8,770	8,774	8,970	9,101	n/a
Total Utility Automatic Payment Customers	832	1,009	1,202	1,203	n/a
Investment Portfolio	\$40.3M	\$20.9M	\$19.6M	\$33.6M	n/a
Contracts/Agreements Processed	475	400	553	495	n/a
Liability Claims against the City	15	30	25	18	n/a
Court - Bail Reimbursements	308	242	263	192	n/a

¹¹¹ 2014 data unavailable at publication of the proposed budget. Will be provided in the final budget document.

Legal Activities

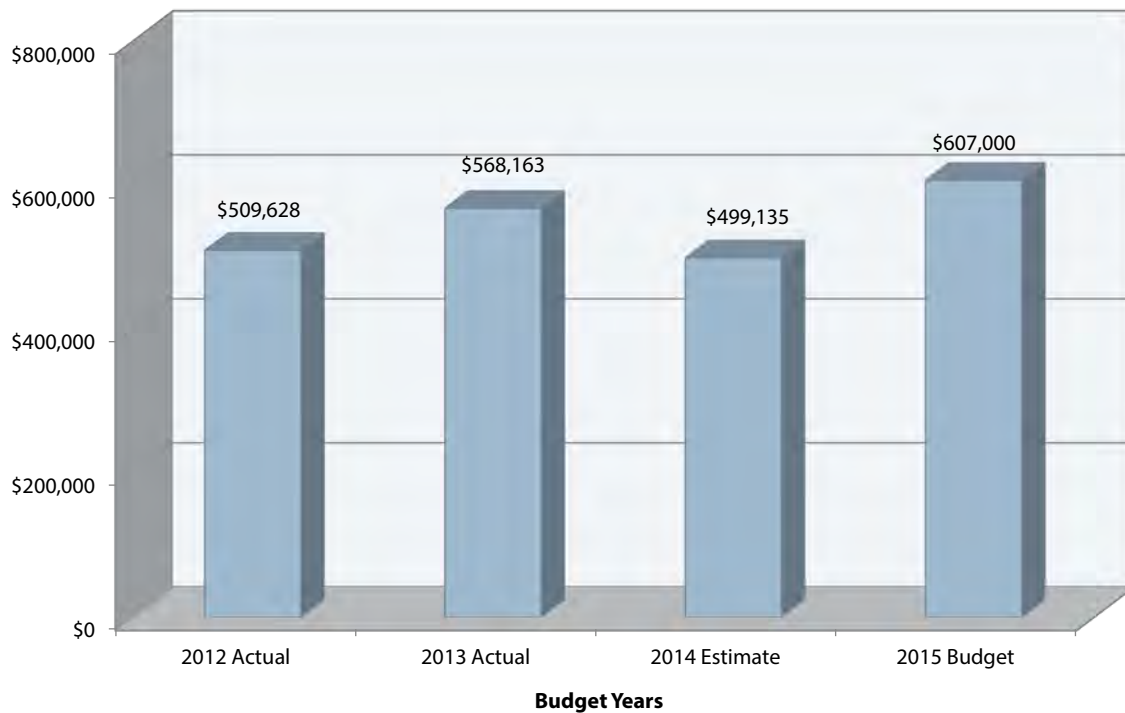
This budget provides for the cost of all legal services for the City of Issaquah. It includes general municipal work and special projects, as charged by the law firm of Ogden, Murphy and Wallace.

The City also contracts for prosecution and public defender services.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Supplies & Equipment	\$ 333	\$ -	\$ 760	\$ -
<i>Legal Professional Services:</i>				
General Municipal	218,863	158,960	145,000	156,000
Special Projects	59,120	15,880	16,000	17,000
Prosecutor	147,250	158,410	117,125	156,000
Public Defender	142,597	91,980	220,250	278,000
Expenditure Total	\$ 568,163	\$ 425,230	\$ 499,135	\$ 607,000

Legal Services Annual Budget Comparison



Support Services and Systems





Mission Statement





The mission of Support Services and Systems is to provide the highest standard of customer service by understanding and following our Best Practices as we support all departments, and set the tone for a 5 Star experience within the City of Issaquah.

Summary of Departmental Activities & Responsibilities







Our objective is to improve efficiencies while forming partnerships with our customers, to deliver a variety of services and support. These partnerships increase communication and collaboration between

City departments, our elected officials and the general public. Support Services and Systems is a dedicated, pioneering team that executes administrative transactions for its community.




-  Provides centralized administrative services for our customers, utilizing team skills to efficiently provide consistent support.
-  Provides service and information to meet our customers' needs.
-  Assists staff in a prompt response to Report a Concerns, tracking to completion.
-  Standardizes City processes to reach efficiencies.

-  Represents the City on eGov Alliance Shared Procurement Portal Committee.
-  Maintains City department program and project files.
-  Administers the State RCW for Records retention/retrieval.
-  Promotes continuous improvement in City work, relationships, and ourselves.

2015 Work Plan Focus

-  In conjunction with eGov Alliance, continue to improve the Shared Procurement Portal to include online bidding.
-  Continue to standardize City processes across departments, implementing operational efficiencies as identified.
-  Expand the Support Services and Systems Best Practices to provide consistent service to all customers, supporting all City departments.
-  Focus on consolidating and digitizing the various project/street/program files.
-  Expand Support Services and Systems to include additional services such as grant tracking, accounts payable and receivable.
-  Continue to provide official Passport Services.

Prior Year Accomplishments

-  Assisted eGov Alliance with the development of the improved shared roster.
-  Developed a global process for City Hall NW procedures.
-  Provided an improved standard of reception services for City Hall NW.

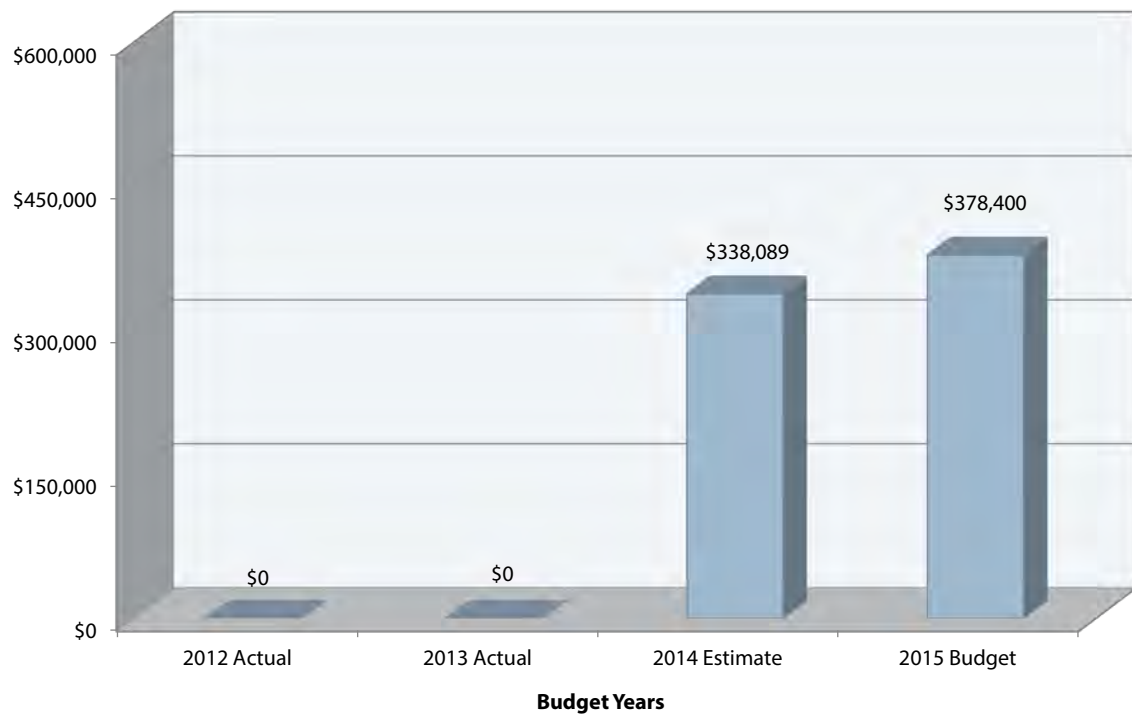
Staffing Levels

Position Title	# of FTE	
	2014	2015
Support Services Manager	1.00	1.00
Administrative Assistant II	1.00	1.00
Administrative Assistant III	2.88	2.88
Project Accounting Tech	0.50	0.50
Total FTE	5.375	5.375

Expenditure Comparisons¹

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ -	\$ 322,170	\$ 325,840	\$ 350,000
Supplies & Equipment	-	3,000	4,256	5,000
Charges & Services	-	16,980	7,993	23,400
Expenditure Total	\$ -	\$ 342,150	\$ 338,089	\$ 378,400

Support Services and Systems Annual Budget Comparison



¹ The Support Services and Systems department was created in 2013 and received funding from multiple sources within and without the General Fund. 2014 is the first budget year with costs fully funded by the General Fund.

Human Resources

Mission Statement

The mission of the Human Resources Department is to create a high performing work culture that provides employees with respect, trust and empowerment while striving for employee engagement through culturally aligned, innovative systems and programs.

Summary of Departmental Activities & Responsibilities

- Employee and labor relations.
- Benefits administration.
- Recruitment and retention of quality employees.
- Employee training and development.
- Employee safety.
- Performance coaching and counseling.

Prior Year Accomplishments

- Implemented the City's onboarding program.
- Continue to improve the medical self-insurance plan and wellness program.
- Updated the City's Personnel Policies
- Provided employees with timely assistance to meet both work and non-work needs through such resources as the Employee Assistance Program, our medical benefits program and performance related issues when requested.
- Established a Health Care Advisory Committee.

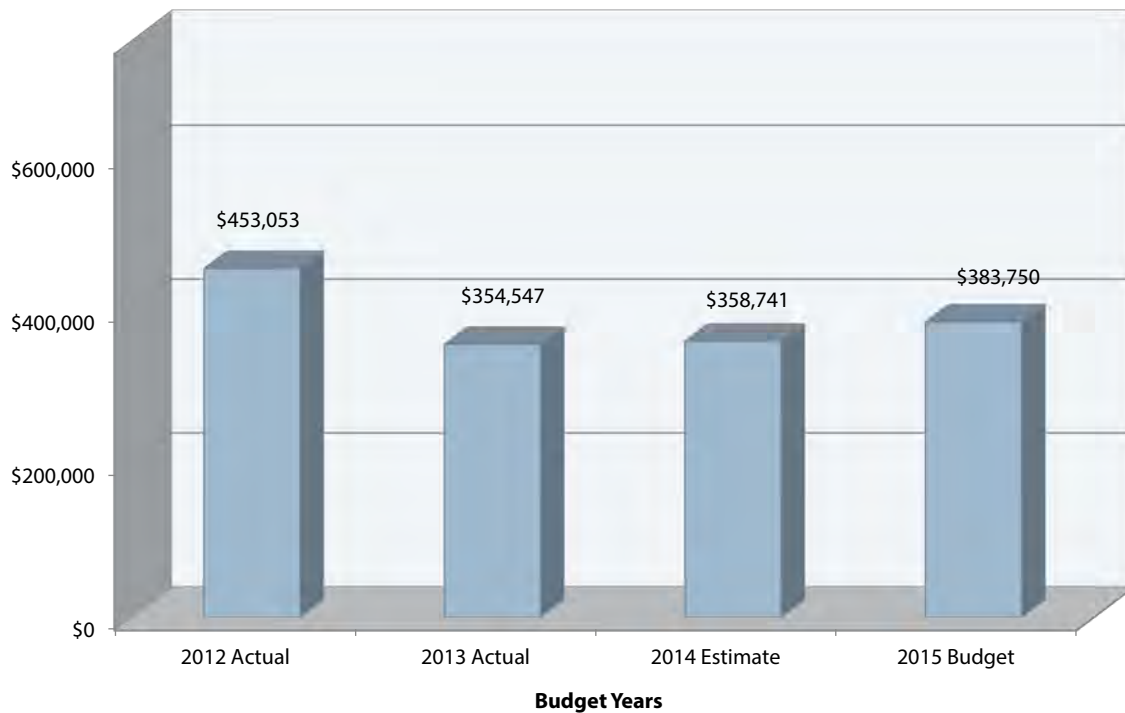
2015 Work Plan Focus

- Act as lead spokesperson in collective bargaining with labor groups.
- Establish a Leadership Academy to assist in training staff to lead.
- Implement the HR module for the MUNIS system.
- Develop an employee engagement survey.
- Evaluate the recruitment and selection process for improvement opportunities.
- Train and support the employee "On Boarding Program."
- Increase participation in the Wellness Program and focus on improving the top three identified health risks as identified by the Health Risk Assessment information.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 292,678	\$ 272,350	\$ 301,170	\$ 291,700
Supplies & Equipment	13,887	19,000	16,250	19,000
Charges & Services	47,982	71,780	41,321	73,050
Expenditure Total	\$ 354,547	\$ 363,130	\$ 358,741	\$ 383,750

Human Resources Department Annual Budget Comparison



Performance Measures²

Statistic	2010	2011	2012	2013	2014 ²
Turnover Rate ¹	2.8%	4.7%	12.5%	6.9%	n/a
Regular Hires	6	9	29	17	n/a
Terminations	7	13	31	16	n/a
Recruitments	7	13	47	26	n/a
Job Applicants	252	1,492	2,108	670	n/a
Training Hours	140	-	700	2,750	n/a
Positions Reviewed	1	-	18	1	n/a

Staffing Levels

Position Title	# of FTE	
	2014	2015
HR Director ³	1.00	1.00
HR Manager	1.00	1.00
HR Coordinator	1.00	1.00
Total FTE	3.00	3.00

¹ Turnover rate includes Voluntary Separation and layoffs.

² 2014 data unavailable at publication of the proposed budget.

³ Position to remain unfilled for 2014 and 2015.

Information Technology

Mission Statement

The mission of the Information Technology Division is to support the City's technology and communications needs through the use and integration of a variety of tools, which provides accessibility to our elected officials, employees, residents and guests.

Summary of Departmental Activities & Responsibilities

The Information Technology Division provides support, maintenance and development of the City's primary business systems, such as its networked

computer and telecommunications systems, departmental help desk and employee computer learning lab.

2015 Work Plan Focus

- ✕ Implement recommendations from the Information Technology Strategic Plan.
- ✕ Improve customer service response time.
- ✕ Improve network reliability.
- ✕ Continue to provide quality phone service.
- ✕ Increase technology mobility options.
- ✕ In collaboration with the Finance Department, implement the upgrade to the ERP system.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Information Systems Mgr	1.00	1.00
IT Systems/Network Analyst	1.00	1.00
Database Administrator	1.00	1.00
PC Technician II ¹	1.00	1.00
Total FTE	4.00	4.00

Prior Year Accomplishments

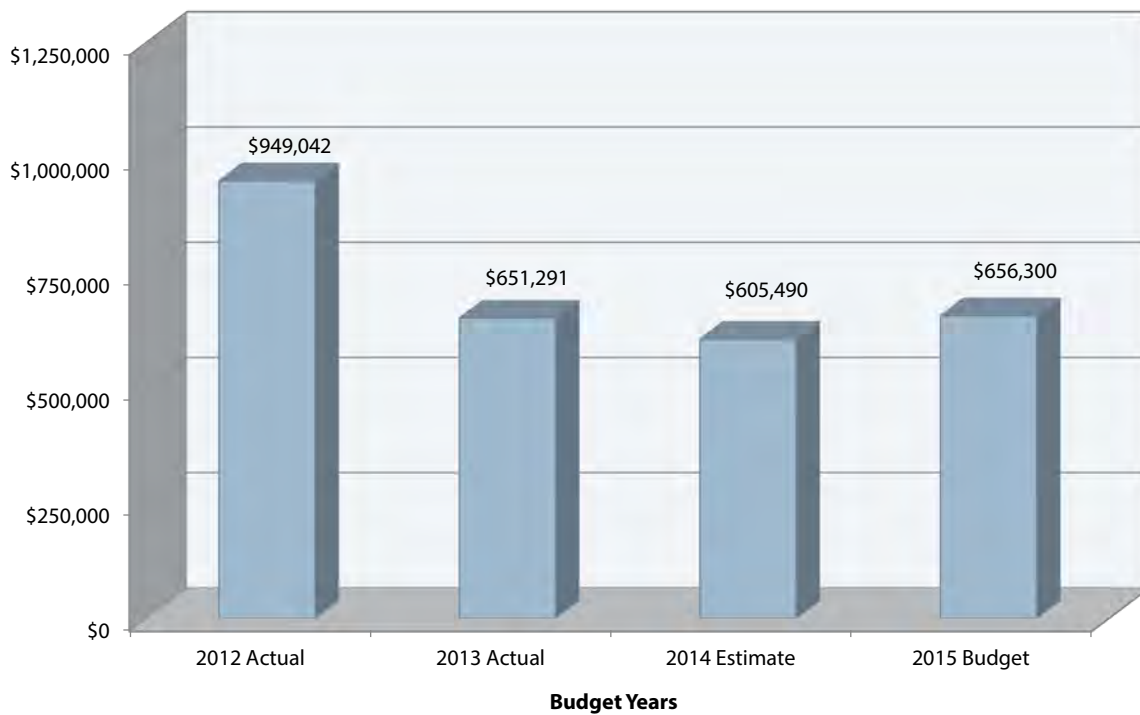
- 👍 Established an advisory committee composed of City employees to provide input on technology issues.
- 👍 Maintained the current standard of under four-hour response time to assistance requests.
- 👍 Coordinated acquisition of software and hardware for the City as well as researched and analyzed options.
- 👍 Provided network design and data security.
- 👍 Provided 24 hours a day, 7 days a week support to Police Dispatch Center.
- 👍 Administered data backup and recovery.
- 👍 Managed vendor interface/negotiations.
- 👍 Performed software upgrades/new installations.

¹ Position to remain unfilled for 2015

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 517,926	\$ 464,550	\$ 441,110	\$ 462,400
Supplies & Equipment	31,569	30,000	29,000	22,000
Charges & Services	101,796	141,200	135,380	171,900
Expenditure Total	\$ 651,291	\$ 635,750	\$ 605,490	\$ 656,300

Information Technology Annual Budget Comparison








IT-Related Capital Items Included Elsewhere in Budget







Replacement Items (Equipment Replacement Fund - 515):	2015 Budget
PC Workstations (60)	\$ 60,000
IT Servers	25,000
Total IT-Related Capital Items	\$ 85,000

City Clerk

Summary of Departmental Activities & Responsibilities

-  Provide City Council support for the governance process.
-  Attest and maintain custody of official documents.
-  Maintain the City's municipal code.
-  Serve as custodian of the municipal-corporation seal.
-  Serve as the public records officer.

2015 Work Plan Focus

-  Continue to enhance information available to the community through the City's website.
-  Continue implementation of the redesigned City intranet.
-  Complete implementation of a citywide automated agenda creation process.
-  Continue next phase of records imaging.
-  Determine departments' needs for records management and develop appropriate training.
-  Continue transition of passport services and other office services to Support Services.









Staffing Levels

Position Title	# of FTE	
	2014	2015
City Clerk	1.00	1.00
Admin Assistant IV	1.00	1.00
Total FTE	2.00	2.00

Mission Statement

The mission of the City Clerk's Office is to be responsive, accountable, and provide "first-class" services for the City Council, the Administration, Boards and Commissions, the general public, other City departments, outside organizations and the business community in departmental operations and inter-departmental communications and efficiency procedures.

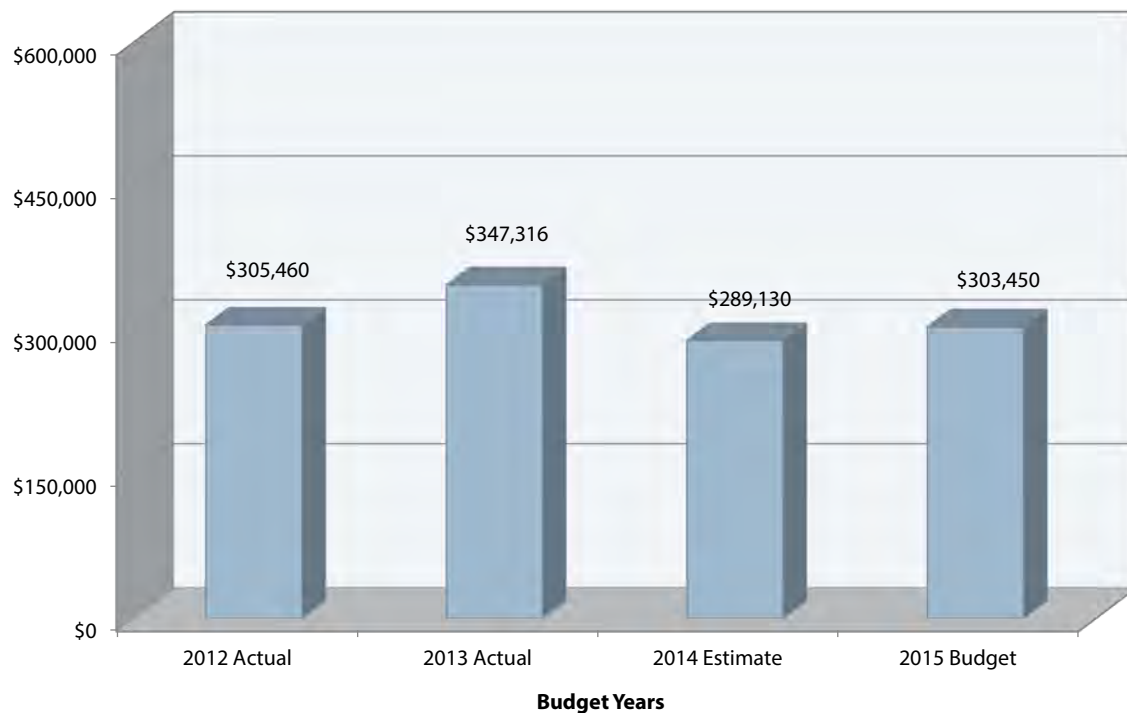
Prior Year Accomplishments

-  Transitioned passport services and other office assignments to Support Services.
-  Assisted King County Elections with special election items.
-  Continued archiving and imaging records management.
-  Conducted the annual board and commission recruitment.
-  Implemented the new Open Government Trainings Act requirements.
-  Implemented additional elements to the citywide automated agenda creation process.
-  Enhanced City's website with the improved use of forms, iframes, and search results.
-  Assisted in the redesign of the City intranet.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 288,269	\$ 226,830	\$ 232,950	\$ 245,700
Supplies & Equipment	13,671	9,000	7,150	6,500
Charges & Services	45,375	53,660	49,030	51,250
Expenditure Total	\$ 347,316	\$ 289,490	\$ 289,130	\$ 303,450

Clerk's Office Annual Budget Comparison



Performance Measures

Statistic	2010	2011	2012	2013	2014 ¹
Ordinances Processed/Published	28	35	24	40	n/a
Resolutions Processed	22	12	12	22	n/a
Agenda Bills Processed	145	145	120	142	n/a
Contracts Processed	447	552	551	495	n/a
Cemetery Deeds Issued	112	77	89	71	n/a

¹ 2014 data unavailable at publication of the proposed budget. Will be provided in the final budget document.

Police Department

Mission Statement

The mission of the Police Department is to uphold the public trust by working with all citizens to protect lives and property while sustaining a high quality of life and encouraging individual responsibility.

Summary of Departmental Activities & Responsibilities

The department is comprised of three major divisions: Police Operations, Jail/Detentions, and Support Service (Communication Center/Records). The Communication Center and the Jail provide service to the Issaquah community as well as providing contract services to other jurisdictions. Police officers provide investigative services and cooperate with other law enforcement agencies in all policing areas.

The department is focused on community-oriented policing and works in partnership with the citizens of Issaquah to prevent and solve crime. The department has a well-established relationship with the Issaquah School District and in partnership, provides a School Resource Officer program to the elementary, middle and high schools.

2015 Work Plan Focus

- ✕ Increase community support and satisfaction through community involvement projects such as National Night Out, Citizen Academy, block watch/crime prevention outreach, and communication regarding police services.
- ✕ Continue partnership with Drug Free Community Coalition on addressing and reducing access to drugs within community.
- ✕ Continue partnership with Redmond, Snoqualmie and North Bend Police Departments to identify, implement and coordinate efficiencies and opportunities with RMS and CAD systems between our four cities.
- ✕ Continue participation in the King County Public Safety Answering Point (PSAP) Cooperative Study.
- ✕ Continue joint efforts in State Liquor Control board enforcement operations on under age access to alcohol, organized liquor retail theft, and new commercial marijuana laws.
- ✕ Capitalize on opportunities and efficiencies relating to all Police Department activities and procedures.
- ✕ Collaborate with City departments in critical incident preparation, to include workplace safety and response.
- ✕ Continue to pursue electronic imaging and data file storage.
- ✕ Obtain Washington Traffic Safety Commission Grants for roadway safety initiatives.
- ✕ Enhance Active Shooter Response efficiencies by coordinating training with Eastside Fire and Rescue. Collaborate with Issaquah School District on updating response to Active Shooter and school violence.
- ✕ Continue technological upgrades in preparation of NextGen 911 systems.
- ✕ Implement and continue necessary jail training and policies to meet PREA (Prison Rape Elimination Act) regulations.

Prior Year Accomplishments

- 👍 Increased targeted patrols to address identified criminal trends throughout the City.
- 👍 Obtained Washington State Traffic Safety Commission grants for increased enforcement on Distracted Driving, Speed Reduction, Seat Belt Use, and Target Zero DUI emphasis.
- 👍 Collaborated with State Liquor Control Board enforcement operations with focus on under-age drinking and over-service within drinking establishments.
- 👍 Continued the Citizen Academy for introduction and explanation of police services to community.
- 👍 Implemented ALPR (Automatic License Plate Reader) system in Patrol Division.
- 👍 Implemented Mobile Fingerprint Device in cooperation with King County AFIS.
- 👍 Participated with IRS in a Financial Crimes task force involving financial investigations in the community.
- 👍 Continued partnership of King County Investigative Response Team for transparent investigation of deadly force incidents by law enforcement.
- 👍 Enhanced relationship between Issaquah, Snoqualmie, North Bend and Redmond Police Departments to explore efficiencies of shared RMS and Cad servers.
- 👍 Completed agreement and began servicing Cities of Snoqualmie and North Bend for 911 and Police dispatch services, to include updating GIS data. .
- 👍 Continued participation in the King County PSAP (Public Safety Answering Point) Cooperative Study.
- 👍 Enhanced the Communication Center workspace with upgraded workstations and redesign.
- 👍 Enhanced 911 capabilities in locating cellphone callers through update of system.
- 👍 Implemented and continued necessary jail training and policies to meet PREA (Prison Rape Elimination Act) regulations.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Chief	1.00	1.00
Deputy Police Chief	1.00	1.00
Commander	2.00	2.00
Sergeant	5.00	5.00
Corporal	5.00	5.00
Officer	21.00	21.00
Police IT Analyst & E-911/GIS	1.00	1.00
Jail Manager	1.00	1.00
Corrections Officer	10.00	10.00
Corrections Transport Officer	1.00	1.00
Executive Assist/Police Admin	1.00	1.00
Administrative Assistant III	0.50	0.50
Communications Supervisor	1.00	1.00
Communications Specialist	10.00	10.00
Records Supervisor	1.00	1.00
Records Specialist	2.00	2.00
Records Support Specialist	1.00	1.00
Total FTE	64.50	64.50

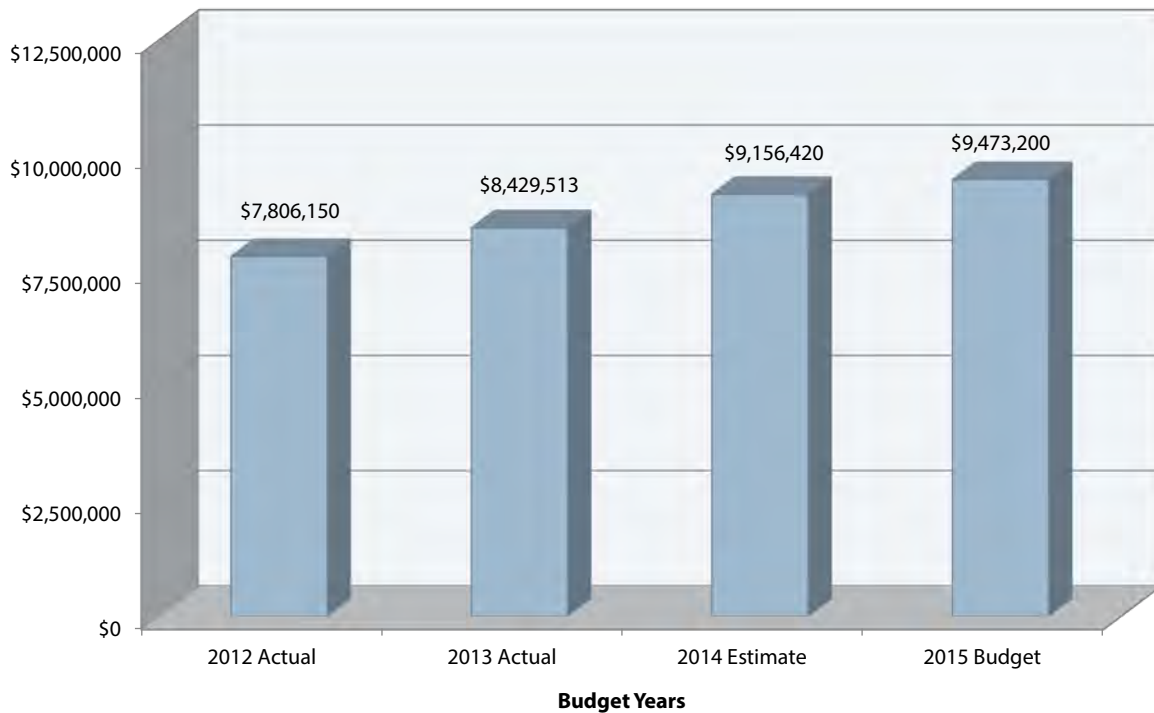


National Night Out

Expenditure Comparison

<i>Category</i>	<i>2013 Actual</i>	<i>2014 Budget</i>	<i>2014 Estimate</i>	<i>2015 Budget</i>
Operations & Investigations				
Personnel	\$ 4,875,196	\$ 5,295,200	\$ 5,154,600	\$ 5,251,650
Supplies & Equipment	49,276	57,500	54,000	77,500
Charges & Services	261,090	454,630	432,030	433,500
Intergovernmental Services	20,758	23,000	22,180	25,000
DivisionTotal	\$ 5,206,319	\$ 5,830,330	\$ 5,662,810	\$ 5,787,650
Detentions & Corrections:				
Personnel	\$ 1,235,224	\$ 1,327,030	\$ 1,287,570	\$ 1,375,550
Supplies & Equipment	210,578	216,000	241,250	216,000
Charges & Services	235,963	272,880	268,420	273,500
Intergovernmental Services	23,391	32,000	32,000	32,000
Capital Outlay	-	-	7,230	-
DivisionTotal	\$ 1,705,156	\$ 1,847,910	\$ 1,836,470	\$ 1,897,050
Dispatch Services:				
Personnel	\$ 1,058,652	\$ 1,157,110	\$ 1,115,620	\$ 1,224,250
Supplies & Equipment	1,101	3,000	3,000	3,000
Charges & Services	100,219	79,530	85,820	74,900
DivisionTotal	\$ 1,159,971	\$ 1,239,640	\$ 1,204,440	\$ 1,302,150
Records:				
Personnel	\$ 272,623	\$ 365,640	\$ 358,040	\$ 381,350
Supplies & Equipment	11,227	9,500	9,500	10,000
Charges & Services	74,216	87,160	85,160	95,000
DivisionTotal	\$ 358,066	\$ 462,300	\$ 452,700	\$ 486,350
Department Total	\$ 8,429,513	\$ 9,380,180	\$ 9,156,420	\$ 9,473,200

Police Department Annual Budget Comparisons



Police Capital Items Included Elsewhere in Budget

Contributing Fund and Item Description		2015 Budget
Capital Improvement Fund (301):		
Spillman	\$ 26,530	
Total Capital Improvement Fund		\$ 26,530
Equipment Replacement Fund (515)		
Patrol Cars (2)	\$ 115,000	
Police Motorcycle	55,000	
Total Equipment Replacement Fund		170,000
Total Police Capital Items		\$ 196,530

Performance Measures

Statistics	2010	2011	2012	2013	2014⁴
Calls for Service (CFS)	12,581	11,338	11,995	12,676 ¹	n/a
# in Patrol	20	20	21	21 ²	n/a
# in Detective	3	3	3	3	n/a
# in Traffic	2	2	1.67	1	n/a
CFS Per Officer	629	768	666	704 ³	n/a
Emergency Response Time	3.5 mins	3.5 mins	3.5 mins	3.5 mins	n/a
Overall Response Time	16 mins	16.5 mins	17 mins	17 mins	n/a
Traffic Citations	5,310	5,129	4,171	3,092	n/a
School Zone Speed Camera	3,723	5,580	5,015	4,114	n/a
Preventative	31%	28%	27%	26%	n/a

¹ 70% of Calls for Service (CFS) occur between the hours of 11am and 11pm.

² The Patrol Division was short one FTE of staffing due to military deployment, resignation, retirements, injuries, and training of new officers. 2013 Patrol Division plan was 22 sworn officers.

³ 35% of our Calls for Service (CFS) are multi-officer responses. This increases the CFS per officer to over 950.

⁴ 2014 data unavailable at publication of the proposed budget. Will be provided in the final budget document.

Fire Protection Services

Mission Statement

The mission of the Fire Department is to prevent fires from starting, prevent loss of life and property after a fire starts, confine a fire to the place where it started, and put out the fire. The department is charged with responding to victims of sudden illness or accident, and reducing trauma and suffering.

Summary of Departmental Activities & Responsibilities

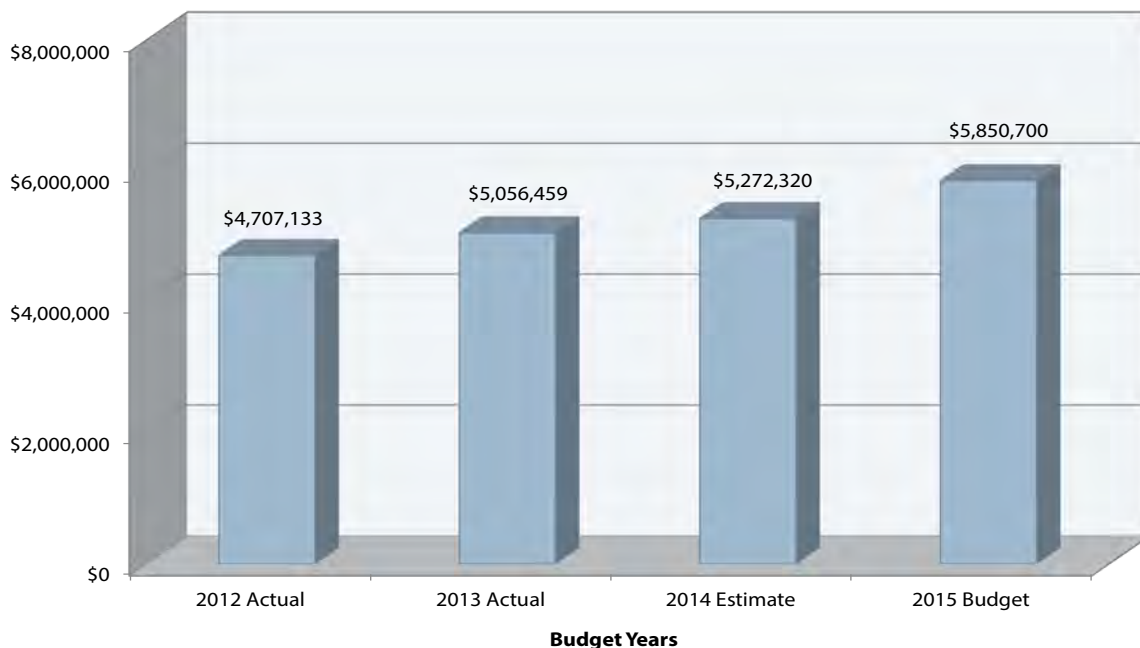
The City contracts with Eastside Fire and Rescue to provide a complete range of services including prevention, public education, emergency medical

care, fire protection, and hazardous materials control. They also coordinate CPR and first aid classes on an as needed basis.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Intergovernmental Services	\$ 5,056,459	\$ 5,243,400	\$ 5,272,320	\$ 5,850,700
Expenditure Total	\$ 5,056,459	\$ 5,243,400	\$ 5,272,320	\$ 5,850,700

Fire Department Annual Budget Comparison



Fire Capital Items Included Elsewhere in Budget

Contributing Fund and Item Description	2015 Budget	
From Equipment Rental & Replacement Fund (515):		
Equipment Replacement Reserves (Fund 515)	\$	418,000
From Fire Mitigation Funds (310):		
Fire Station 71 Upgrades		75,000
Total Fire Department Capital Projects	\$	493,000

Communications Office

Mission Statement

The Communications Office mission is to provide exceptional customer service quickly and effectively for all of our customers, including residents, businesses, visitors and public servants through a variety of dynamic communication tools.

2015 Work Plan Focus

- ✕ Continue to communicate with the community through a variety of dynamic tools.
- ✕ Continue to enhance the website by adding more customer service features.
- ✕ Complete the City's new intranet.
- ✕ Collaborate with the Economic Development Department on marketing efforts.
- ✕ Test several new online tools and social media platforms to increase engagement.

Staffing Levels¹

Position Title	# of FTE	
	2014	2015
Assistant to City Administrator	-	1.00
Communications Manager	1.00	-
Communications Coordinator	1.00	1.00
Total FTE	2.00	2.00

¹ Department also includes 1.75 FTEs funded by the Municipal Art Fund (110), Communications/Cable TV Fund (130) and Capital Improvement Fund (301).

Summary of Departmental Activities & Responsibilities

- 📄 Provide citizens, businesses, and the media with information about the community through various sources including eight social media platforms, the City's website and radio station 1700 AM.
- 📄 Serve as official Public Information Officers during emergencies.
- 📄 Represent the City in the eGov Alliance.
- 📄 Facilitate internal communications via an intranet and e-newsletter.
- 📄 Conduct citywide outreach through community events.
- 📄 Assist the Mayor's Office on special projects.
- 📄 Provide graphic design services for a variety of projects

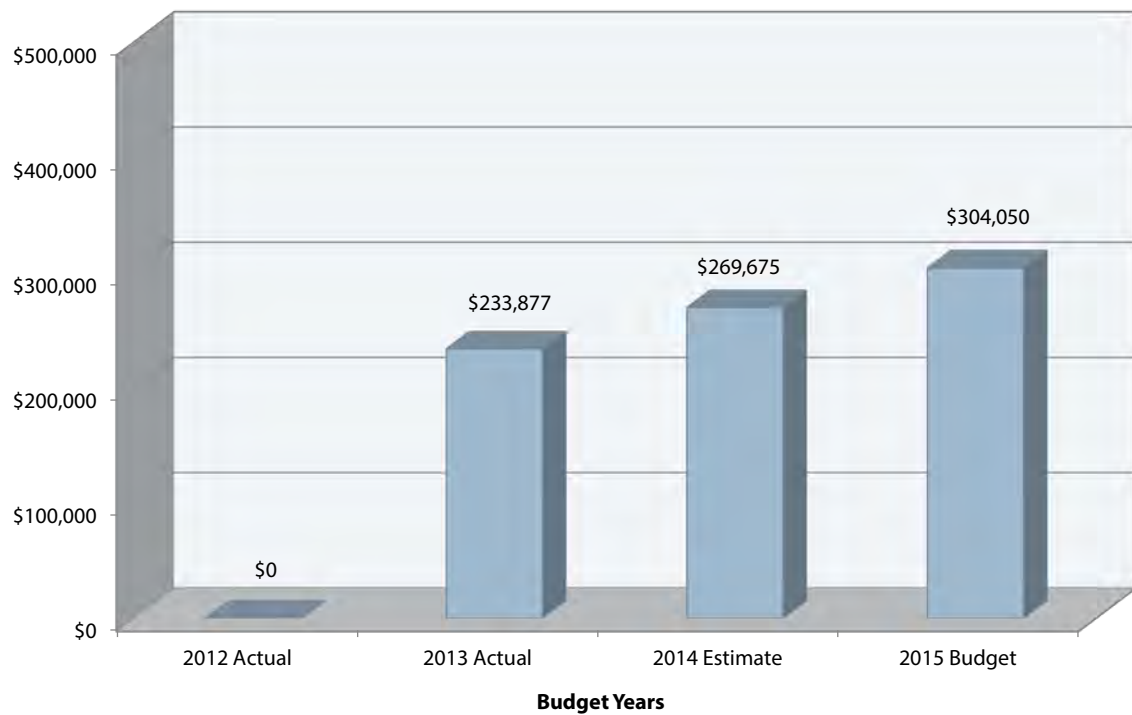
Prior Year Accomplishments

- 👍 Expanded communications via social media accounts – Facebook, Twitter, YouTube, Instagram, Google+, Pinterest, Foursquare and Vine to share information about our community, engage the public and answer customer service questions.
- 👍 Expanded the City's reach to the public by alerting citizens immediately as news happens through the website's Notify Me system and social media.
- 👍 Enhanced the website, including a new surveys, an innovative live-stream of ICTV and enhanced search results for agenda bills.
- 👍 Developed a series of tourism videos for the community's use in attracting visitors.
- 👍 Assisted the eGov Alliance organization through a leadership transition.
- 👍 Launched an internal e-newsletter and started a redesign for City's intranet site.
- 👍 Boosted the City's presence in the Highlands Connections newspaper.
- 👍 Conducted internal trainings for staff on a range of communications topics.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 214,534	\$ 241,190	\$ 238,900	\$ 274,650
Supplies & Equipment	4,898	4,500	5,860	5,200
Charges & Services	14,445	28,970	24,915	24,200
Expenditure Total	\$ 233,877	\$ 274,660	\$ 269,675	\$ 304,050

Communications Office Annual Budget Comparison¹



¹ The Communications Office was created with the 2013 Budget Process. Expenditures were previously budgeted in Human Services and elsewhere in the Executive Department budget.

Human Services

Mission Statement

The mission of the Human Services Department is to provide needed and valued financial support to non-profits and other governmental entities that supports and facilitate programs that provide for the communities basic human needs including food, clothing, shelter, primary health care, and protection from abuse and neglect. The City's Human Services Commission is responsible for making recommendations of funding to the City Council.

Staffing Levels¹

Position Title	# of FTE	
	2014	2015
Human Services Coordinator ¹	1.0	1.0
Total FTE	1.0	1.0



¹ Reports to the Office of Sustainability Director.

2015 Work Plan

- ✕ Continue evaluating a Community Health Assessment.
- ✕ Continue to provide accounting and fiscal agent services to Community Network for the Drug Free grant program.
- ✕ Continue to improve the grant application process.

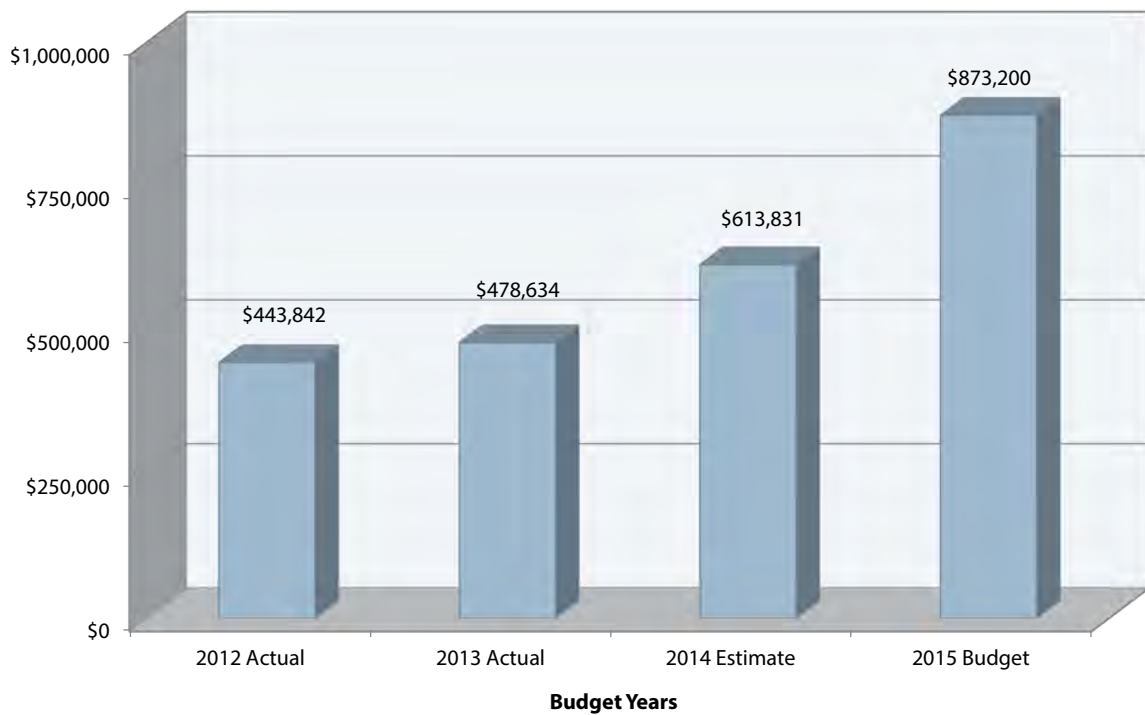
Prior Year Accomplishment

- 👍 Commissioners attended and contributed to Regional Joint Human Services meetings and Eastside Human Services Forum meetings.
- 👍 Evaluated Human Services Campus work to date and appointed a new liaison to the Human Services Campus workgroup.
- 👍 Welcomed new commissioners and student commissioners.
- 👍 Funding helped 42 agencies and 47 programs to accomplish their goals in assisting the areas basic human needs and protection from abuse and neglect.
- 👍 Joined 17 other King County cities and are now using a common on-line application and reporting web-based system called Share1App.
- 👍 Created a new City of Issaquah Resource Guide and distributed to the regions organizations for their use.
- 👍 Developed a 200 page document of region-wide agencies as a guide to determine agencies that provide assistance. The City, Eastside Fire and Rescue (EFR) and other region-wide organizations are now able to provide referrals in a coordinated manor.
- 👍 Researched the possibility of a Community Health Assessment with the University of Washington students.
- 👍 Received a five-year grant that annually provides \$125,000 that was award to the Issaquah Drug-Free Coalition.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 25,071	\$ 92,680	\$ 45,540	\$ 146,600
Supplies & Equipment	-	-	8,750	3,200
Charges & Services	447,973	492,980	553,291	714,400
Intergovernmental	5,589	9,000	6,250	9,000
Expenditure Total	\$ 478,634	\$ 594,660	\$ 613,831	\$ 873,200

Human Services Annual Budget Comparison



Development Services Department

Mission Statement


The mission of the Development Services Department (DSD) is to partner with others to create great places through innovation and trusted stewardship reflecting community values.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Director of Development Services	1.00	1.00
Deputy Development Services Director	1.00	1.00
Bldg Permits & Plan Review		
Building Official	1.00	1.00
Senior Engineer	2.00	2.00
Plans Examiner	1.00	1.00
Code Compliance Officer	1.00	1.00
Supervising Building Inspector	1.00	1.00
Building Inspector I	2.00	2.00
Building Inspector II	3.00	3.00
City Permit & Licensing Supervisor	1.00	1.00
Permit Technician	1.00	1.00
Permit Technician I	1.00	1.00
Permit Technician II	1.00	1.00
Planning		
Land Development Manager	1.00	1.00
Project Manager	1.00	1.00
Policy Planning Manager	1.00	1.00
Senior Planner	3.625	3.625
Associate Planner	3.00	3.00
Total FTE	26.625	26.625







Summary of Departmental Activities & Responsibilities

Development Services Department contains the following divisions:

-  **Permit services** provides oversight and management of permit intake, review and tracking.
-  **Policy and long range planning** maintains regulatory and policy documents and implements special projects.
-  **Land development and construction services** provide all land use and construction permits for planning, engineering and building.

The department is responsible for environmental protection including administering the State Environmental Policy Act, critical area and shoreline regulations, tree protection, affordable housing, signs, special events permits, inspections, code enforcement, land use policy and code development, and annexations.

2015 Work Plan Focus

-  Continue to align, collaborate, and coordinate development services including further permit process streamlining.
-  Continue work on amendments to Central Issaquah Development and Design Standards.
-  Implement new traffic concurrency and impact/mitigation fee program.
-  Assist implementation of new "Walk + Roll Issaquah" (formerly known as pedestrian and bicycle plan).
-  Update permit fee schedule.
-  Finalize Lake Sammamish State Park annexation process.

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2015 Work Plan Focus (Cont.)

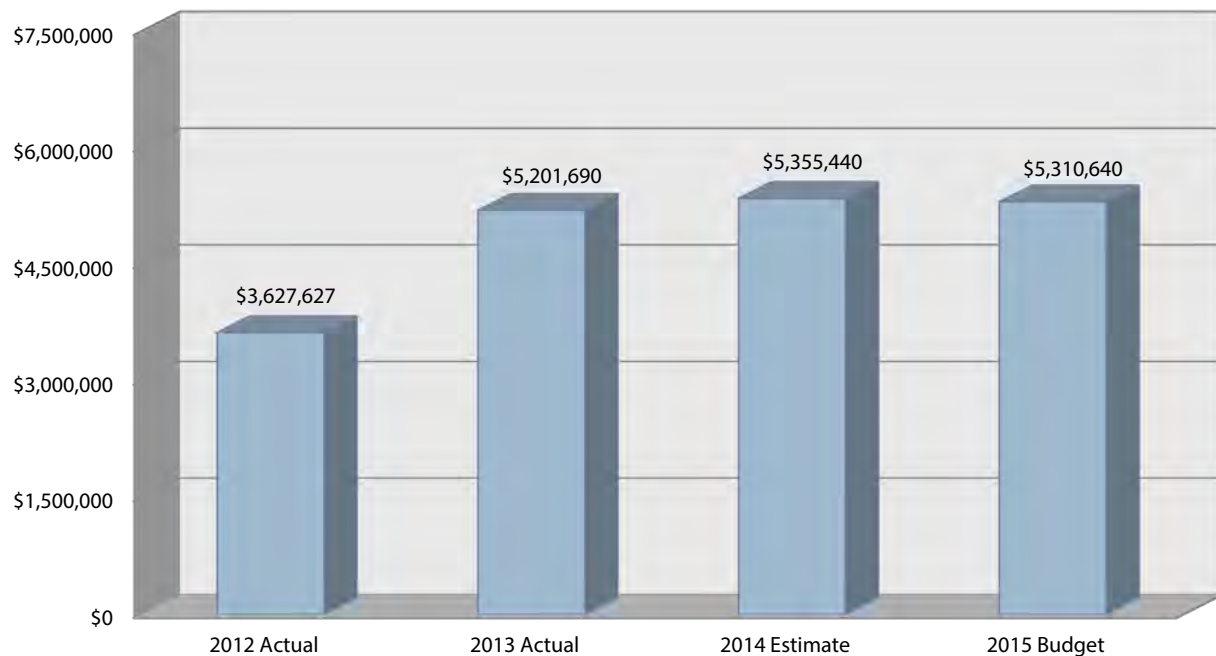
- ✖ Approval of key land use and construction permits including:
 - ✓ Issaquah Middle School campus
 - ✓ Mull property development
 - ✓ City Church redevelopment
 - ✓ Westridge subdivision (former Issaquah Highland Microsoft properties)
 - ✓ Spak property and Mallard Bay multifamily developments
 - ✓ Tibbetts Skate Park
- ✓ Providence Ridge and Bergsma property subdivisions
- ✖ Continue Comprehensive Plan "Periodic Review" deadline of June 2015.
- ✖ Continue "Regional Growth Center" application approval with Puget Sound Regional Council.
- ✖ Process Talus expansion areas and/or annexation.
- ✖ Continue refinements of ePlan.
- ✖ Continue support of citywide implementation of "Quah", formerly HPO and Lean.

Prior Year Accomplishments

- 👍 Central Issaquah "Monitoring Report" – first annual report.
- 👍 "Urban Center" designation approval by King County; "Regional Growth Center" application pending at Puget Sound Regional Council.
- 👍 Comprehensive Plan state-required "7 year Periodic Review" - review and recommendation to Council by Planning Policy Commission.
- 👍 New transportation concurrency program; updated impact and mitigation fees; new public funding strategies.
- 👍 Comprehensive Plan amendment removing Klahanie PAA from City's potential annexation area.
- 👍 Begin annexation process for Lake Sammamish State Park.
- 👍 Process Costco Development Agreement – partnering with the Economic Development Department and the Public Works Engineering Department.
- 👍 Implemented new permit fee schedule April 1st.
- 👍 Continued DSD reorganization efforts including improved space planning, Kaizen/LEAN programs for: 1) site development permits; 2) construction permits; and 3) inspection process.
- 👍 Approval of key land use and construction permits including:
 - ✓ Bellevue College Campus Plan
 - ✓ 7th & Gilman multifamily
 - ✓ Talus - Parcels 7,8,9 subdivision
 - ✓ Polygon - Lakeside & Issaquah Highlands Blocks 21/22 multifamily
 - ✓ Devco – Issaquah Highlands Blocks 25-27 multifamily
 - ✓ Rowley Hotel
 - ✓ Timber Ridge at Talus - Phase II assisted living
 - ✓ SE 48th Street neighborhood - Issaquah 22 Plat and McBride subdivisions
 - ✓ Grand Ridge Retail Center
- 👍 Recreational marijuana code approval and implementation.
- 👍 Completed Washington Cities' Insurance Authority land use liability audit.
- 👍 Began work on amendments to Central Issaquah Development and Design Standards.
- 👍 Completed legal training of boards and commissions.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
<i>Bldg Permits & Plan Review</i>				
Personnel	\$ 1,960,235	\$ 2,085,230	\$ 2,077,660	\$ 2,157,500
Supplies & Equipment	13,362	8,000	8,100	8,750
Charges & Services	439,843	320,110	768,980	988,190
Intergovernmental Services	66,483	66,300	80,200	56,500
DivisionTotal	\$ 2,479,922	\$ 2,479,640	\$ 2,934,940	\$ 3,210,940
<i>Planning</i>				
Personnel	\$ 1,393,647	\$ 1,451,340	\$ 1,403,820	\$ 1,308,100
Supplies & Equipment	8,646	11,200	8,250	10,700
Charges & Services	1,319,474	497,310	1,008,430	780,900
DivisionTotal	\$ 2,721,768	\$ 1,959,850	\$ 2,420,500	\$ 2,099,700
Department Total	\$ 5,201,690	\$ 4,439,490	\$ 5,355,440	\$ 5,310,640

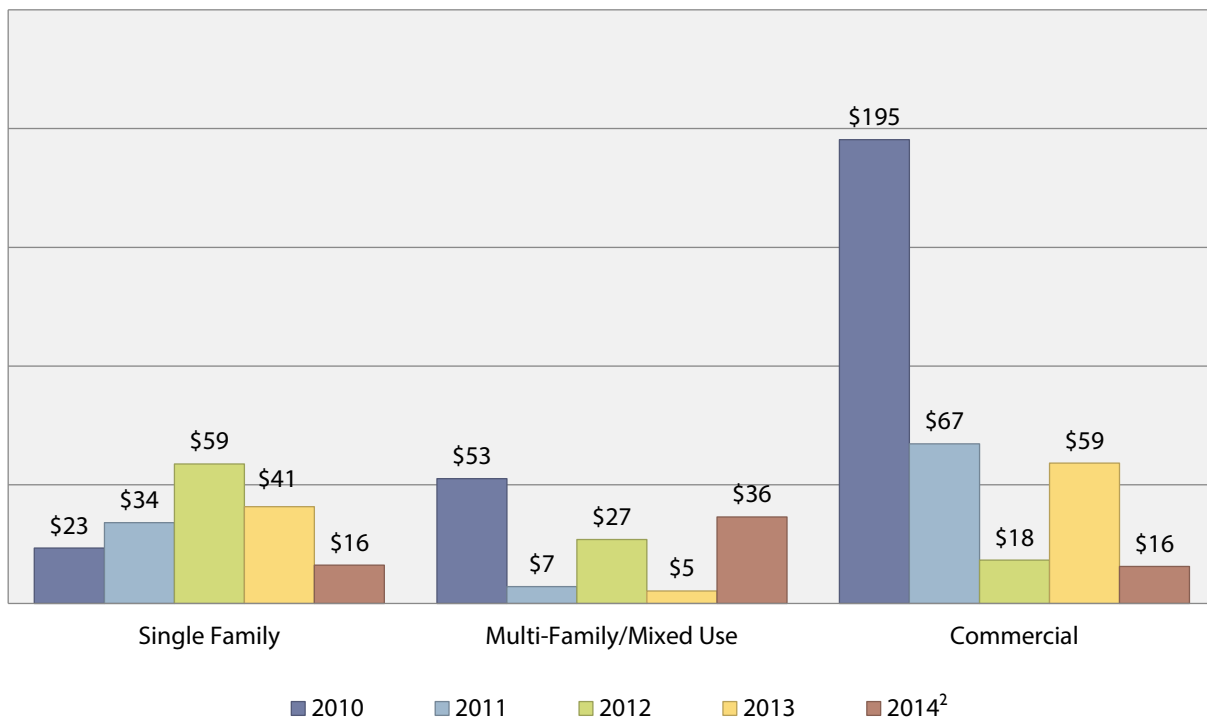
Development Services Department Annual Budget Comparison

Performance Measures

Annual Building Permit Activity in Issaquah

Permit Type	2010	2011	2012	2013	2014 ²
Single Family:					
New	59	83	125	215	44
Alterations	89	82	86	60	30
Multi-family:					
New	3	26	5	5	15
Alterations	31	78	33	29	10
Commercial:					
New	16	11	8	9	6
Alterations	89	114	119	103	56
Total Building Permits¹	287	394	376	421	161

Valuation of Building Permits (in millions)



¹ Does not include Re-roof, Demo, ADU, Other or Public Facilities.

² 2014 permit and valuation data through June 30, 2014.

Economic Development Department

Mission Statement

The mission of the Economic Development Department (EDD) is to ensure the City of Issaquah has a sustainable, diverse and flourishing local economy. The EDD will work to make Issaquah:

- ✓ THE PLACE where businesses thrive;
- ✓ THE FIRST CHOICE for business location;
- ✓ THE PLACE for career advancement & housing diversity; and,
- ✓ THE PLACE to live.

Summary of Departmental Activities & Responsibilities

The department has three primary functions: business attraction, business retention and expansion and business startups.

To accomplish these tasks the department will focus on:

- | | |
|--|--|
| <ul style="list-style-type: none"> ☞ Providing business services for existing and start-up businesses including job training; ☞ Assisting with transportation and mobility solutions to address business needs; ☞ Ensuring utility and other infrastructure assets available for business growth; ☞ Implementing internal processes that ensure a competitive cost of doing business; ☞ Assisting the generation of new private investment via development and redevelopment; | <ul style="list-style-type: none"> ☞ Defining the business value proposition and regional advantages of our community; ☞ Utilizing a targeted marketing and outreach program; ☞ Supporting the downtown arts and cultural community; ☞ Improving awareness and use of outdoor recreation as a business opportunity; and ☞ Improving entertainment opportunities within the community. |
|--|--|



View of NW Issaquah from the Highlands

2015 Work Plan Focus

- ✂ Continue to provide staff support to the Economic Vitality Commission (EVC) and the Lodging Tax Advisory Committee (LTAC).
- ✂ Continue with business retention and expansion (BRE) outreach.
- ✂ Liaise with the Chamber and Downtown Issaquah Association (DIA).
- ✂ Continue to compile and manage Economic Profile data on City's webpage.
- ✂ Council Goal IPZ – Develop/evolve key industry cluster concept and make application.
- ✂ Monitor departmental metrics for success.
- ✂ Assist Chamber with tourism organization start up.
- ✂ Manage Transfer of Development Rights Program.
- ✂ Continue to develop interim Issaquah marketing materials.
- ✂ Organize and host second Issaquah Job Fair.
- ✂ Implement Economic Vitality Strategic Plan.
- ✂ Partner with Development Services Department (DSD) to provide "Welcome Wagon" materials for developers.
- ✂ Staff Downtown ad-hoc Committee for Council Goal – Olde Town.
- ✂ Work with EVC on Council Goal – CIP Anchor Project
- ✂ Work with Puget Sound Energy on electric infrastructure issues.

Prior Year Accomplishments

- 👍 Provided staffing resources to the Economic Vitality Commission (EVC) and Lodging Tax Advisory Committee (LTAC).
- 👍 Completed the Economic Vitality Strategic Plan.
- 👍 Continued partnership with State Parks Department on proposals for Lake Sammamish State Park.
- 👍 Completed interim marketing materials.
- 👍 Took over the local business licensing process.
- 👍 Partnered with the Chamber of Commerce for developing a tourism business plan.
- 👍 Partnered with the Downtown Issaquah Association to identify short-term improvement projects for downtown.
- 👍 Managed development agreement process for Costco.
- 👍 Developed map of City-owned properties.
- 👍 Continued business retention and expansion interviews and follow-ups.
- 👍 Organized first-ever Issaquah Job Fair.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Economic Development Director	1.00	1.00
Economic Development Manager	2.00	2.00
Economic Development Specialist	1.00	1.00
Total FTE	4.00	4.00

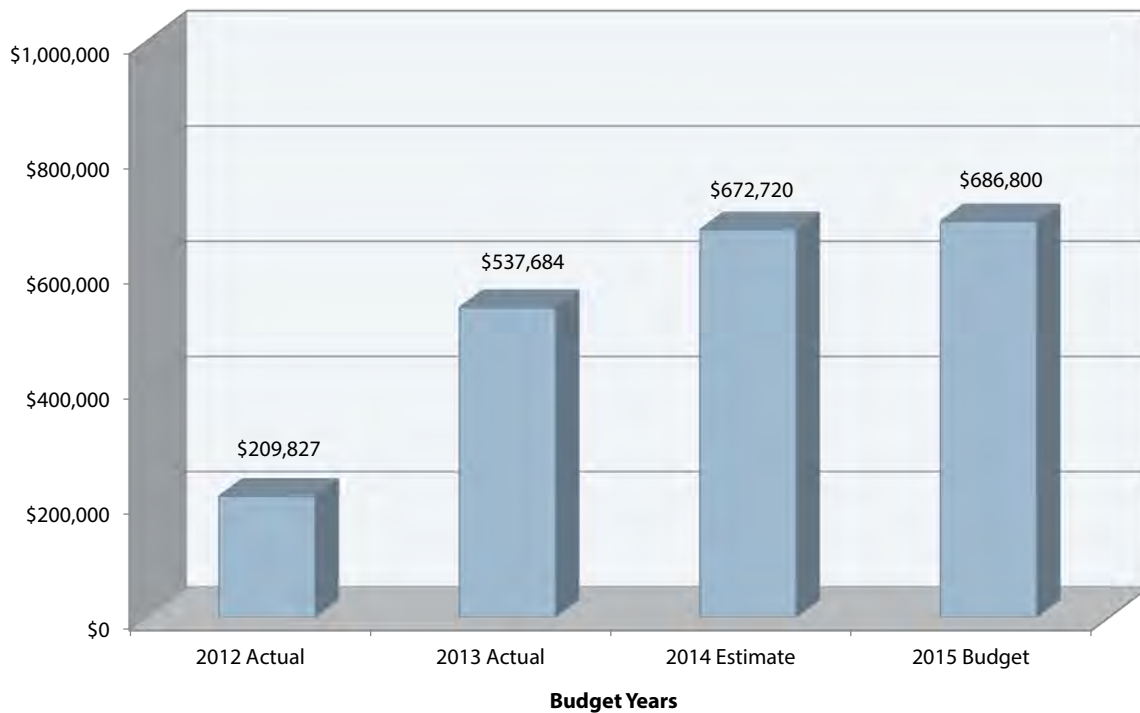


Issaquah Art Walk © New Era Photography

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 348,877	\$ 433,960	\$ 427,560	\$ 448,200
Supplies & Equipment	137,406	177,020	177,130	187,200
Charges & Services	51,402	80,790	68,030	51,400
Expenditure Total	\$ 537,684	\$ 691,770	\$ 672,720	\$ 686,800

Economic Development Annual Budget Comparison¹



¹ The Economic Development Department was created mid-year 2012 as a result of a reorganization involving multiple departments and functions.

Parks and Recreation Department

Mission Statement

The mission of the Parks and Recreation Department is to strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and wellness, foster human development, increase cultural unity, protect environmental resources, provide recreational experiences and facilitate community problem solving.

Summary of Departmental Activities & Responsibilities

The Parks and Recreation Department manages the day-to-day operations of a variety of activities and facilities. They are comprised of six major divisions. Detailed divisional responsibilities follow the overall department financial summaries.



2015 Work Plan Focus (all Parks & Recreation Divisions)

All Parks and Recreation Department divisions share the work plan focus for adhering to the 2015 adopted budget. Individual division work plans follow the overall department financial summaries.

The Issaquah Parks and Recreation Department develops a work plan first on maintaining level of services as well as City goals.

- ✕ Continue to improve the day-to-day maintenance, nurturing, and smooth operations of the Issaquah parks, building grounds, landscapes, open space and trails system, the Issaquah Community Center, Issaquah Julius Boehm Pool, Pickering Farm, Tibbetts Creek Manor, the City facilities, the recreation program and the cemetery.
- ✕ Continue the maintenance of 91 park sites and city landscapes; including 168 acres of parks, 1,443 acres of natural open space, 17 miles of trails, 44 irrigation systems, nine baseball/softball fields, three soccer/lacrosse fields, two artificial turf fields, nine tot lot playgrounds and two picnic shelters.
- ✕ Continue to meet the conditions of the Tree City USA status.
- ✕ Focus on Park Bond projects, such as rehabilitation of Julius Boehm Pool, creekside acquisitions, matching grants, design of Confluence Park, (next phase) and the development of artificial turf field and lighting at Central Park Field #1.
- ✕ Work collaboratively with other departments, including Office of Sustainability, Development Services (DSD), Public Works Engineering (PWE) and Economic Development (EDD) to maximum opportunities for growth, and best management practices throughout the City.



Prior Year Accomplishments

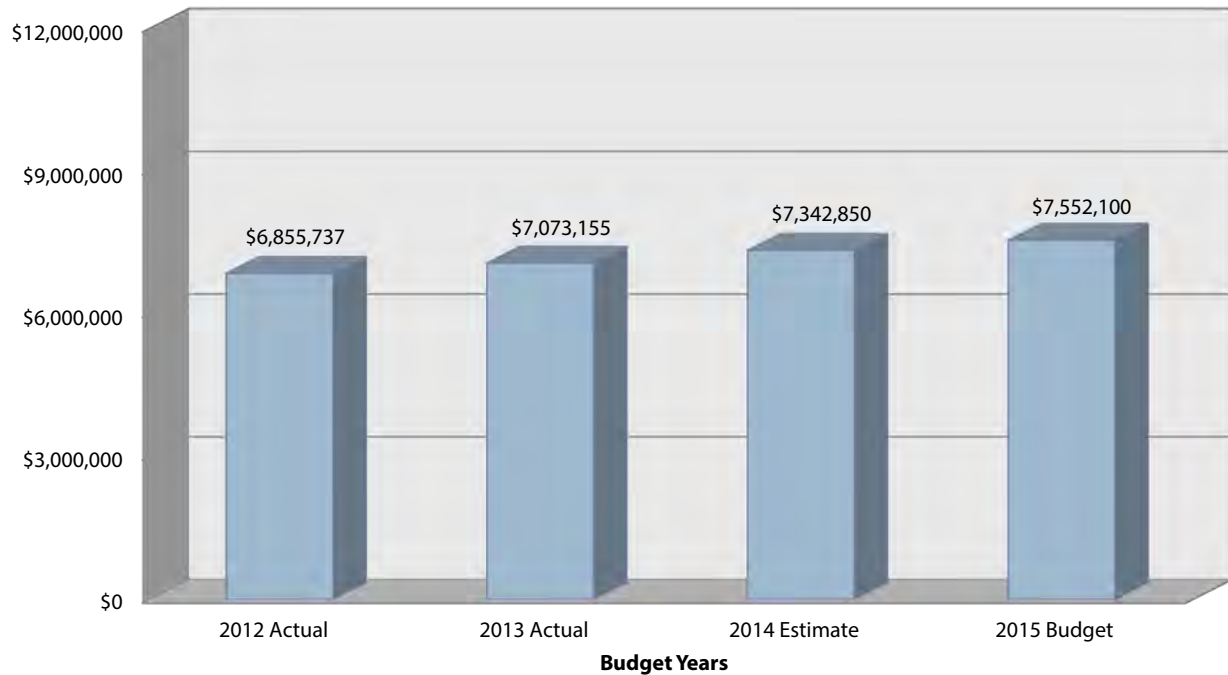
In 2014, the Parks and Recreation Department focused on the following prioritized goals, as well as the goals adopted by City Council:

- 👍 Worked collaboratively with community stakeholders to select a site and design for the new skateboard park at Tibbetts Valley Park.
- 👍 Worked with the City lobbyist to provide information regarding grants in support of Lake Sammamish State Park and local trails.
- 👍 Worked collaboratively with Mountains-to-Sound Greenway, Washington Department of Natural Resources (DNR), Washington Trails Association, to install new bike and walking pathways at Park Pointe.
- 👍 Participated in regional conversation on drug use and worked collaboratively with Issaquah Drug Free Coalition, Issaquah Police Department and other non-profit groups to address drug use issues in the Greater Issaquah area.
- 👍 Installed drainage system at Community Center Green and Tibbetts Valley Park with voter-approved bond funds.
- 👍 Continued to work collaboratively with Issaquah Police and Issaquah School District to enhance Rainier Trail.
- 👍 Work collaboratively with volunteer groups, to maintain City's open space and trails.
- 👍 Maintain positive working relationship with Issaquah School District in order to host one of the largest and most successful Youth Basketball Programs.
- 👍 Selected contractor for energy reduction program at Julius Boehm Pool as part of the \$5 million renovation approved by Park Bond.
- 👍 Reduced City's energy consumption by installing LED lighting throughout city buildings.

Department Expenditure Comparison Summary

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 5,066,240	\$ 5,447,490	\$ 5,307,540	\$ 5,179,150
Supplies & Equipment	413,646	409,280	396,160	404,550
Charges & Services	1,560,509	1,828,020	1,603,030	1,930,450
Intergovernmental Services	32,761	36,120	36,120	37,950
Expenditure Total	\$ 7,073,155	\$ 7,720,910	\$ 7,342,850	\$ 7,552,100

Parks & Recreation Department Annual Budget Comparison



Capital Items Budgeted Elsewhere in Budget

Contributing Fund and Item Description	2015 Budget
Capital Improvement Fund (301)	
Skate Park	\$ 450,000
Capital Improvement Fund Total	\$ 450,000
Park Improvement/Acquisition Fund (395)	
Julius Boehm Pool	\$ 4,600,000
Central Park Improvements	1,543,000
Confluence Park	895,000
Open Space	600,000
Trail Improvements	77,800
Park Improvement/Acquisition Fund Total	7,715,800
Equipment Rental and Replacement Fund (515)	
Equipment	\$ 70,000
Aerator	6,500
Equipment Rental and Replacement Fund Total	76,500
Total Parks Capital Projects	\$ 8,242,300

Parks, Planning & Administration

Parks Planning & Administration oversees development, construction and renovation of City parks and landscapes. It also oversees open space and trails acquisition and on-going stewardship of the City's open space and trails.



Confluence Park

2015 Work Plan Focus

- ✕ Continue to work with Lake Sammamish State Park per Interlocal agreement.
- ✕ Continue to seek opportunities to acquire park and open space land.
- ✕ Work with DSD staff to update Parks Comprehensive Plan.
- ✕ Continue work on next phase of Confluence Area Park.

Prior Year Accomplishments

- 👍 Submitted matching grants for Swamp Trail on Tradition Plateau, Artificial Turf Field at Central Park Field #1 and King County Conservation Issaquah Waterways Program.
- 👍 Worked with volunteers devoting thousands of hours enhancing open space, natural areas and trails.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Planning & Administration		
Parks Director	1.00	1.00
Deputy Parks Director	1.00	1.00
Parks Planner	1.00	1.00
Total FTE	3.00	3.00

Expenditure Comparisons

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 343,165	\$ 282,760	\$ 262,830	\$ 548,400
Supplies & Equipment	179	1,250	1,580	1,250
Charges & Services	9,004	29,360	19,100	28,150
Expenditure Total	\$ 352,349	\$ 313,370	\$ 283,510	\$ 577,800

Facility Rentals

The Facility Rentals division manages the City facilities available for rental to the community for both private and public special events such as weddings, meetings, the Farmers Market and Salmon Days. Facilities include Tibbetts Creek Manor, Pickering Barn, and the Issaquah Community Center.

2015 Work Plan Focus

- ✕ Continue to manage the Issaquah Farmers Market.
- ✕ Conduct detailed research of competing businesses and their practices and implement any new ideas found that may improve service to our patrons or improve business practices.
- ✕ Continue to market to the Issaquah community and local non-profit groups to increase public awareness of the facilities, and increase revenues from user groups and rentals.
- ✕ Maintain and update facilities for rental appeal and explore options for additional/alternate use of the facilities.



Tibbetts Creek Manor prepped for a wedding

Prior Year Accomplishments

- 👍 Collaborated with Costco to manage the parking lot expansion/construction next door to Pickering Barn.
- 👍 Continued to provide space, staffing and management of the Issaquah Farmer's Market - one of the most popular markets in King County.
- 👍 Provided rental space and staff for approximately 273 rental events at the Pickering Barn and 188 events at Tibbetts Creek Manor in 2014.
- 👍 Continued positive collaboration between the City and community organizations to maximize use of the City's rental facilities.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Facilities Rental		
Admin Assistant III	1.00	1.00
Events & Facilities Coordinator	1.00	1.00
Events Assistant - Non-Reg	1.15	1.15
Total FTE	3.15	3.15



Pickering Barn Facility



Facility Rentals Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 266,230	\$ 288,180	\$ 278,420	\$ 286,100
Supplies & Equipment	19,025	24,130	18,630	24,150
Charges & Services	44,182	82,060	71,630	90,900
Expenditure Total	\$ 329,437	\$ 394,370	\$ 368,680	\$ 401,150

City Facility Services

City Facility Services maintains and repairs all City buildings as well as provides custodial services to those buildings, and administers the leases of City-owned houses, office space and buildings.

2015 Work Plan

- ✕ Review building systems to improve energy efficiency.
- ✕ Work to finalize ADA transitional study of all City buildings.
- ✕ Upgrade the fire alarm systems at the Pickering Barn and CHNW.
- ✕ Recoat the roof of the Community Center.
- ✕ Complete pool renovation project to repair mechanical systems and improve energy efficiencies.
- ✕ Retrofit or replace the existing high bay light fixtures with more efficient fixtures and /or lamps at Pickering Barn.

Staffing Levels

Position Title	# of FTE	
	2014	2015
City Facility Services		
Parks Division Manager	0.50	0.50
Supervising Facility Maintenance Worker	1.00	1.00
Facilities Remodel Coordinator	1.00	1.00
Facilities Maint Specialist I	1.00	1.00
Facilities Maint Specialist II	3.50	3.00
Custodian	4.00	4.00
Administrative Assistant III	1.00	1.00
Specialty Workers - Non-Reg	0.50	0.50
Total FTE	12.50	12.00

Prior Year Accomplishments

- 👍 Removed house at Squak Valley Park north.
- 👍 Coordinated tenant improvements at City Hall Northwest to accommodate department needs.
- 👍 Continued supporting Concerts on the Green by rebuilding the staging system and setting up the stage and canopy systems.
- 👍 Received and processed approximately 1,000+ work order requests.
- 👍 Painted exterior of the historical Depot building.
- 👍 Assisted Parks Maintenance with the construction of the Community Gardens at Confluence Park.
- 👍 Replaced sanitary sewer lines at 80A Rainier Building.
- 👍 Repaired wood damage and repainted Tibbetts Valley Park picnic shelter.
- 👍 Worked with Public Works Engineering on storm water improvements at Parks and Facilities Maintenance shop.

City Facility Services Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 1,357,398	\$ 1,516,820	\$ 1,452,860	\$ 1,453,300
Supplies & Equipment	104,887	118,300	114,030	121,150
Charges & Services	319,092	440,270	431,820	442,650
Intergovernmental Services	32,761	36,120	36,120	37,950
Expenditure Total	\$ 1,814,137	\$ 2,111,510	\$ 2,034,830	\$ 2,055,050

Recreation Services

Recreation Services provides summer day camps, preschool programs, special populations programs, youth sports, cultural arts, teen programs, Concerts on the Green, Gold Pass for 62+ and adult recreation programs.

2015 Work Plan Focus

- ✕ Enhance the quality of recreation programs to provide diverse opportunities for all ages and abilities.
- ✕ Actively collaborate and work with other organizations to provide quality recreation programs.
- ✕ Partner with City departments to achieve Council goals.
- ✕ Cultivate the relationship with the Issaquah School District (ISD) for shared ISD use of facilities.
- ✕ Expand the picnic shelter rental program to include rentals for private and special events at Confluence Park.
- ✕ Increase park rental marketing to attract regional tournaments and events.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Recreation Services		
Recreation Supervisor	1.00	1.00
Recreation Coordinator	2.00	2.00
Recreation Specialist	2.00	2.00
Recreation Leader	2.00	2.00
Admin Office Supervisor	1.00	1.00
Administrative Assistant II	2.50	2.50
Administrative Assistant III	1.00	1.00
Recreation Aides - Non-Reg	5.750	5.750
Total FTE	17.25	17.25

Recreation Services Expenditure Comparisons

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 1,357,398	\$ 1,516,820	\$ 1,452,860	\$ 1,453,300
Supplies & Equipment	104,887	118,300	114,030	121,150
Charges & Services	319,092	440,270	431,820	442,650
Intergovernmental Services	32,761	36,120	36,120	37,950
Expenditure Total	\$ 1,814,137	\$ 2,111,510	\$ 2,034,830	\$ 2,055,050



Prior Year Accomplishments

- 👍 Continued to provide recreational opportunities within the City's parks, facilities and natural open space areas.
- 👍 Provided diverse recreation programs such as:
 - ✓ Summer Day Camps - 1,300 participants
 - ✓ Winter Youth Basketball - over 2,100 participants
 - ✓ Sports Classes and Camps - over 3,600 participants
 - ✓ Developmental Disability Programs - over 700 participants
 - ✓ Middle-School Dances - over 2,700 participants
 - ✓ Skyhawks Summer Sports Camps - over 1,700 participants
 - ✓ Issaquah School District Use of City Facilities - 835 hours of use in 2013
- 👍 Maintained strong partnerships with Issaquah School District.
- 👍 Collaborated with the Issaquah Arts Commission and Kiwanis Club of Issaquah to co-sponsor Concerts on the Green.
- 👍 Continued various groups including customer service, work attire/uniforms and program enhancement teams.



Aquatic Services

Aquatic Services provides year-round swim lessons and water safety programs to all ages, abilities and skill levels to help prevent drowning.

2015 Work Plan Focus

- ✕ Provide swim lessons to all ages and skill levels to help prevent drowning.
- ✕ Provide water safety, CPR and First Aid programs to enhance community safety and well-being.
- ✕ Provide drop-in swim times to the public year round.
- ✕ Increase staff knowledge through on-the-job training and Red Cross classes.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Aquatic Services		
Recreation Supervisor	1.00	-
Aquatics Coordinator	1.00	-
Recreation Specialist	1.00	1.00
Recreation Coordinator	-	1.00
Recreation Leader	2.00	1.00
Recreation Aid (Aquatics)	1.00	3.00
Administrative Assistant II	1.00	-
Lifeguard/Pool Instructor - Non-Reg	3.50	3.50
Total FTE	10.50	9.50

Prior Year Accomplishments

- 👍 Provided year round comprehensive swim lessons to promote water safety in the community. Over 7,900 youth, teens and adults participated in the Issaquah Swim School program.
- 👍 Continued to operate and maintain the pool in a safe and efficient manner.
- 👍 Provided CPR, First Aid, Lifeguard Training and Water Safety courses. Over 100 new lifeguards were certified and 50+ individuals were certified in CPR and First Aid classes.
- 👍 360+ elementary school children enjoyed the Julius Boehm Pool for their end-of-year celebration events.
- 👍 USS Issaquah Sockeyes, Issaquah High School, Liberty High School, and Skyline High School swim teams used the Julius Boehm Pool for training and swim meets. 500+ youth and teens compete on these swim teams.
- 👍 During the Issaquah School District (ISD) school year, 240+ sixth graders and 120 third graders completed a water safety and swimming course as part of their ISD physical education program.
- 👍 The City of Issaquah provided over \$7,800 worth of in-kind services to the ISD in 2014 for the high school swim teams.
- 👍 Provided water exercise opportunities for teens, adults, and seniors. There were over 375 registered participants and 600+ drop-in participants to the program.

Aquatic Services Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 873,530	\$ 954,540	\$ 967,040	\$ 463,450
Supplies & Equipment	32,167	35,200	31,300	20,000
Charges & Services	43,986	220,150	156,670	176,550
Expenditure Total	\$ 949,683	\$ 1,209,890	\$ 1,155,010	\$ 660,000

Park Facilities Maintenance Division

Park Facilities oversees maintenance of City parks, designated street landscapes, city building grounds, cemeteries, as well as coordinates the Tree City USA and Heritage Tree programs; and provides support for Art-in-the-Park and city events (Salmon Days, etc.).



Volunteers at High Point



Eagle Scout kiosk construction at Timberlake Park

2015 Work Plan Focus

- ✂ Maintain City parks, athletic fields, building grounds, landscapes, trails, cemeteries and streetscapes.
- ✂ Provide support for City recreational programs and community events.
- ✂ Provide support for landscaping, irrigation and tree retention for City capital projects and programs.
- ✂ Make minor improvements to parks and landscapes as budget and time allow.
- ✂ Manage hazard tree abatement and storm damage cleanup/repair.
- ✂ Perform landscape plan review and inspections for all City projects as well as plan review for private projects.
- ✂ Continue maintenance and restoration of City's natural open space areas, including supervision and oversight of volunteer work parties and projects.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Park Facilities Maintenance		
Parks Division Manager	0.50	0.50
City Arborist/Horticulturist	1.00	-
Gardener	1.00	1.00
Open Space Steward	1.00	1.00
Supervising Parks Maint Worker	1.00	1.00
Parks Maintenance Lead	1.00	1.00
Park Maintenance Worker I	5.00	5.00
Administrative Assistant	-	-
Parks Maintenance Aide - Non-Reg	2.625	2.625
Cemetery - Non-Reg	0.250	0.250
Total FTE	13.375	12.375

Prior Year Accomplishments

- 👍 Achieved Tree City USA status for 21st consecutive year.
- 👍 Completed tennis court surfacing, fence and tennis backboard replacement at Meerwood Park.
- 👍 Installed sports turf drainage system at Tibbetts Valley Park.
- 👍 Installed drainage system to the Community Center green.
- 👍 Completed tot lot renovations of Meerwood Park and Gibson Park.
- 👍 Removed existing failing brick sidewalk on south side of Tibbetts Creek Manor and replaced with new concrete sidewalk and installed new shrub bed curbing to all of the shrub beds on both sides of the main entrance.
- 👍 Constructed 31-bed Pea Patch Community Garden at Confluence Park.
- 👍 Removed and replaced diseased Filbert trees on Gilman Blvd and removed and replaced dying Poplar trees at Veteran's Memorial field.
- 👍 Completed block retaining wall at Lower Hillside Cemetery below Veterans section.
- 👍 Assisted Facilities Maintenance to replace sanitary sewer lines at 80A Rainier Building.
- 👍 Worked with Public Works Engineering on storm water improvements at Parks and Facilities maintenance shop.
- 👍 Upgraded irrigation system at Upper Hillside Cemetery by replacing 43 irrigation watering heads that were 15 years old.

Park Facilities Maintenance Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 1,180,260	\$ 1,240,430	\$ 1,239,220	\$ 1,207,300
Supplies & Equipment	150,346	140,000	140,000	140,000
Charges & Services	488,488	558,820	498,730	687,150
Expenditure Total	\$ 1,819,094	\$ 1,939,250	\$ 1,877,950	\$ 2,034,450



Earth Day Pickering Trail Event



Constructing East Sunset Way Kiosk

Performance Measures

Park Facilities	2010	2011	2012	2013	2014
Facilities	72	76	90 ¹	90	90
Irrigation Systems	53	53	43 ²	44	45
Trail Miles	15	15	15	15	17
Park Acres Maintained	104	166	166 ³	166	169.5
Open Space Acres	1,332	1,436	1,437	1,443	1,449
Baseball/Softball Fields	9	9	9	9	9
Tot Lot/Playground	8	8	9	9	10
Soccer Fields/Lacrosse	3	3	3	3	3
Artificial Turf Fields	2	2	2	2	2
Picnic Shelters	4	4	4	5	4
Open Space Volunteer Hours	9,769.5	6,172.5	6,645	6,200	3,125 ⁴



Bear Ridge Trail



Tree Frog at Round Lake



Talus Rocks

¹ Some Open Space sites were previously not counted as Facilities. The only new facility added in 2012 is the E Sunset Way Trailhead.

² Irrigation systems were previously counted by number of water meters. This has changed to number of irrigation controllers. No new systems were added in 2012, nor were any eliminated.

³ Some sites reclassified from Open Space to Parks.

⁴ Three positions currently unfilled.

Other General Governmental Services

This budget includes cost for general governmental services not provided for in any other budget and

not associated with a specific service provide by the City.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 103,545	\$ 132,310	\$ 127,000	\$ 139,000
Supplies & Equipment	163	10,200	6,070	50,000
Charges & Services	921,016	506,700	550,800	823,500
Intergovernmental Services	122,057	134,650	156,650	196,150
Operating Transfers	1,486,500	1,954,275	1,797,300	2,358,100
Expenditure Total	\$ 2,633,280	\$ 2,738,135	\$ 2,637,820	\$ 3,566,750

Charges & Services

Charges and services include professional services such as labor negotiations, fire hydrant charges, bank charges and medical plan processing as well as membership dues and access fees.

Intergovernmental Services & Payments

Intergovernmental services and payments included are election costs, E-Gov Alliance dues and payments to King County Animal Control.

Operating Transfers

Operating transfers from the General Fund to the funds listed below, representing a principal revenue resource for those funds.

- ✓ Street Fund (\$2,278,100)
- ✓ Self Insurance Fund for payments for LEOFF I medical obligations (\$112,000)
- ✓ Unemployment Fund (\$80,000)

Other

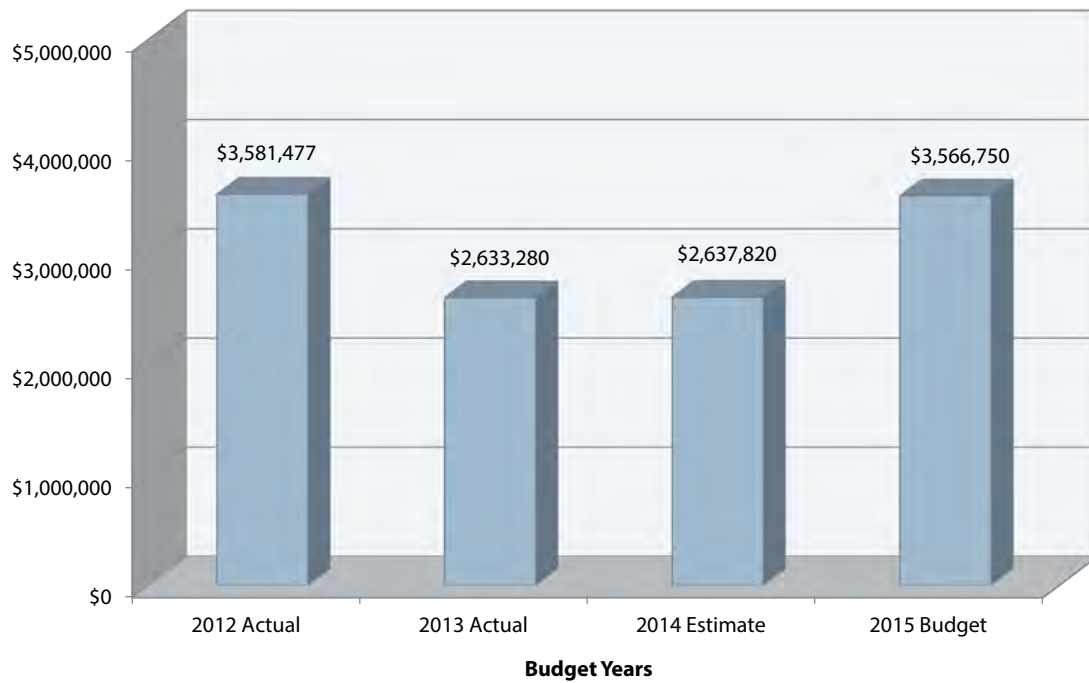
Established a reserve for the cost of employees separating from service.

Miscellaneous Contributions and Service Fees Included Are:

Misc Contributions/Svc Fees	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Legislative/Regulatory Consulting	\$ 50,251	\$ 50,000	\$ 50,000	\$ 57,000
Assoc. Wash Cities	21,073	23,300	23,300	24,000
Suburban Cities Dues	17,438	18,800	18,800	20,000
Bank Service Charges	21,283	30,000	30,000	30,000
Insurance ¹	440,004	-	620	-
Miscellaneous	15,138	28,450	69,360	330,100
Satellite/Radio Access-EOC	1,959	5,000	3,100	5,000
Clean Air Agency	15,614	22,000	26,470	28,000
F.I.S.H. Support	30,000	30,000	30,000	30,000
Mtn-Sound Greenway Trust	9,500	9,500	9,500	9,500
Leadership Eastside	15,500	15,000	15,000	15,000
Puget Sound Regional Council	27,444	15,900	15,900	15,900
Enterprise Seattle	10,000	10,000	10,000	10,000
Historical Society	79,800	80,000	80,000	80,000
4th Of July	9,500	9,500	9,500	9,500
Main Street Pod Program	31,500	31,500	31,500	31,500
Total Contributions/Fees	\$ 796,004	\$ 378,950	\$ 423,050	\$ 695,500

¹ Appropriations were reallocated to applicable departments as part of operating costs.

² Budget appropriation moved to the Human Services Department budget.

Other General Governmental Services Annual Budget Comparison

Special Revenue Funds







Special Revenue Funds are established to account for specific resources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

Special Revenue Funds Overview

Special Revenue Funds account for revenues that are dedicated for specific purposes through either state statute or City Council policy.

Information on anticipated 2015 revenues and estimated expenditures for each Special Revenue Fund is detailed on the pages that follow. Also included are actual revenue and expenditures for 2013 as well as budgeted and estimated expenditures and revenues for the 2014 budget year.

The following Special Revenue Funds are part of the non-operating budget:

-  Street Fund
-  Cemetery Fund
-  Municipal Art Fund
-  Sustainability Fund
-  Communications/Cable TV Fund
-  Lodging Tax Fund



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Street Fund (101)

Mission

The mission of the Street Fund is to provide for the expeditious movement of motorized and non-motorized traffic through a high-quality street maintenance program and sound long range planning. As part of that effort, the department attempts to conserve and protect the aesthetic and ecological values emphasized by the community, and to support the City's land use planning effort.

These responsibilities are primarily financed through a transfer of General Fund revenues. Other funding sources include grading permits, inspection fees, and a share of state gasoline tax moneys, and are used to support the various street programs in roadway maintenance, traffic control, street lighting, roadside mowing and vegetation control, street cleaning, snow and ice control.

2015 Work Plan

- ✕ Provide funding for Talus street lights of \$35,000.
- ✕ Provide continued funding for Metro Route 269 of \$23,000
- ✕ Provide for funding of \$18,000 for a new emergency communications trailer contingent upon approval of a grant.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,421,796	\$ 1,016,708	\$ 1,298,373	\$ 676,038

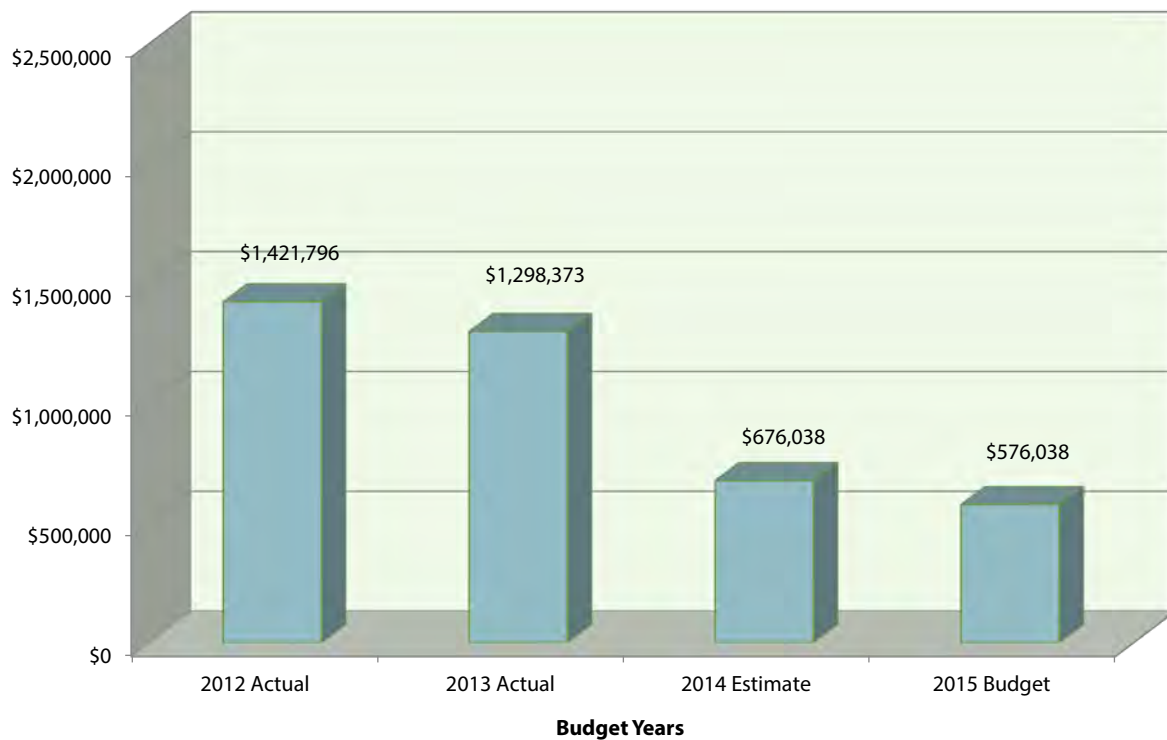
Revenue Sources

Taxes	481,003	561,000	495,000	550,000
Licenses & Permits	94,426	35,000	65,870	60,000
Intergovernmental Revenue	680,008	690,000	688,400	722,100
Charges for Services	67,025	59,000	34,260	36,000
Miscellaneous Revenue	8,094	2,000	9,150	7,000
Operating Transfers-in	<u>1,432,500</u>	<u>1,794,775</u>	<u>1,494,775</u>	<u>2,278,100</u>
Revenue Total	\$ 2,763,056	\$ 3,141,775	\$ 2,787,455	\$ 3,653,200
Fund Total	\$ 4,184,852	\$ 4,158,483	\$ 4,085,828	\$ 4,329,238

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 1,538,138	\$ 2,190,965	\$ 2,085,820	\$ 2,142,350
Supplies & Equipment	113,735	219,200	132,010	280,250
Charges & Services	1,082,941	1,204,540	1,117,280	1,229,600
Intergovernmental Services	86,665	-	14,680	23,000
Capital Outlay	-	-	-	18,000
Operating Transfers-Out	65,000	80,000	60,000	60,000
Expenditure Total	\$ 2,886,479	\$ 3,694,705	\$ 3,409,790	\$ 3,753,200
Ending Fund Balance	1,298,373	463,778	676,038	576,038
Fund Total	\$ 4,184,852	\$ 4,158,483	\$ 4,085,828	\$ 4,329,238

Street Fund Ending Fund Balance Comparison



Cemetery Fund (105)

The administration of the City cemetery is vested in a Cemetery Board. The Board is responsible for the care, improvement, and use of the cemetery property. Maintenance of the cemetery is under the direction of the Parks Department. The Cemetery

Fund reimburses the General Fund for these services.

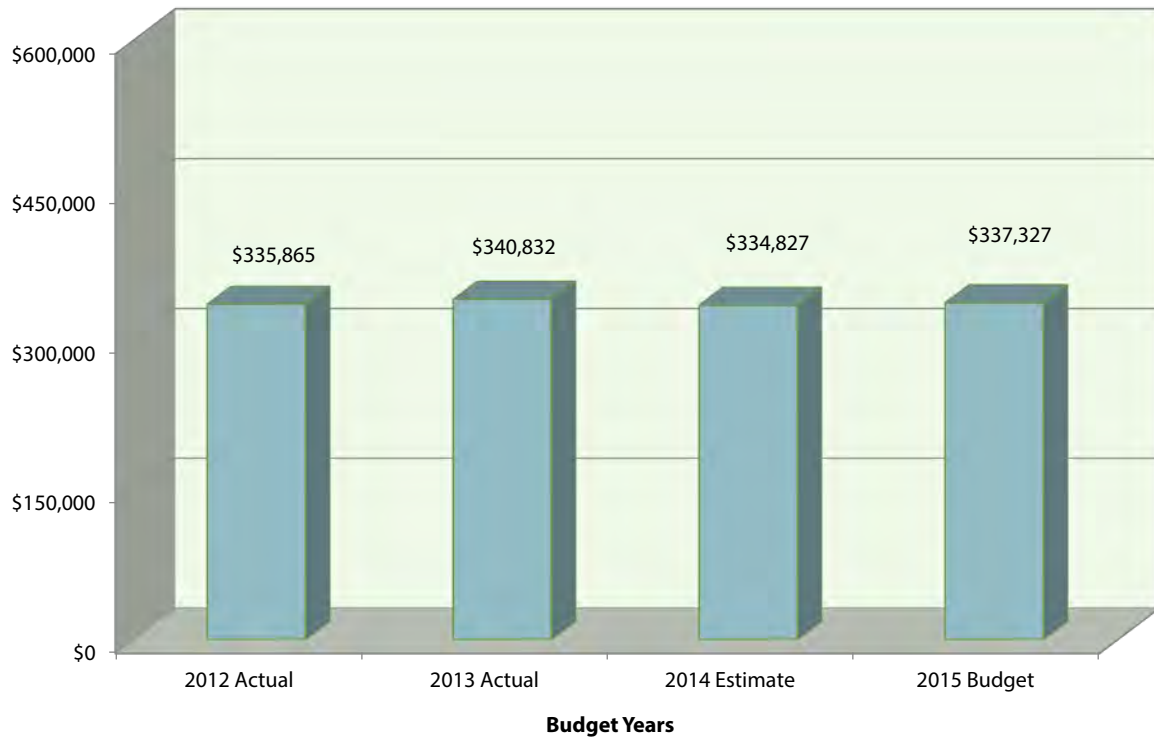
The City currently contracts for all related services except for maintenance of the grounds.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 335,865	\$ 431,115	\$ 340,832	\$ 334,827
Revenue Sources				
Charges for Services	80,600	74,800	79,275	85,000
Miscellaneous Revenue	1,400	-	1,400	2,000
Revenue Total	\$ 82,000	\$ 74,800	\$ 80,675	\$ 87,000
Fund Total	\$ 417,865	\$ 505,915	\$ 421,507	\$ 421,827

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 15,902	\$ 18,400	\$ 18,400	\$ 20,700
Supplies & Equipment	305	2,000	2,400	2,000
Charges & Services	35,827	31,700	39,880	35,800
Operating Transfers-Out	25,000	26,000	26,000	26,000
Expenditure Total	\$ 77,033	\$ 78,100	\$ 86,680	\$ 84,500
Ending Fund Balance	340,832	427,815	334,827	337,327
Fund Total	\$ 417,865	\$ 505,915	\$ 421,507	\$ 421,827

Cemetery Fund Ending Fund Balance Comparison

Municipal Art Fund (110)

The Municipal Art Fund was established in 1988 to account for revenues that by ordinance are to be spent for artistic creations and programs that will provide local opportunities for the public to experience and enjoy visual and performing arts.

Revenues are generated by charging appropriate City construction projects one-half of one percent of their construction budget, and from a 5% Admissions Tax on movie theaters and special events.

2015 Work Plan

- ✂ Provide \$130,000 in funding to support local arts and culture programming in the community.
- ✂ Present a two-day international film festival and students film-making program at Issaquah High School Performing Arts Center, in collaboration with Seattle International Film Festival.
- ✂ Present free, monthly community arts and culture programming.
- ✂ Integrate public art into capital improvement projects such as the pool renovation and new skate park development.
- ✂ Launch a utility box art program in collaboration with Development Services Department (DSD).
- ✂ Develop a five-year strategic plan for municipal arts funding and programing in Issaquah.



The Zephyr

Prior Year Accomplishments:

- 👍 Awarded arts grants totaling \$129,186 to 23 organizations and schools, representing 26 projects. Funded projects ranged from downtown ArtWalks, summer Shakespeare performances and local concerts to arts programs for local schools and at-risk youth.
- 👍 Presented monthly, free community arts programming such as film screenings and lectures as well as a Chalk Art Festival.
- 👍 Presented a two-day international film festival and student film-making program at Issaquah High School Performing Arts Center, in collaboration with Seattle International Film Festival.
- 👍 Developed an art maintenance plan for the City owned public art collection.
- 👍 Held 12 Arts Commission meetings.
- 👍 Installed a new public artwork "Wing on Wing" at NW Sammamish Road and 17th Avenue NW.
- 👍 Updated the City of Issaquah Comprehensive Plan's Cultural Element.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Development Officer ¹	0.375	0.375
Total FTE	0.375	0.375

¹ Total FTE = 0.75. The additional 0.375 FTE is budgeted in Capital Improvement Fund (301) and position reports to Assistant to City Administrator.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 151,171	\$ 160,000	\$ 179,961	\$ 341,676

Revenue Sources

Taxes	168,657	160,000	317,125	300,000
Intergovernmental Revenue	8,000	8,000	8,000	8,000
Miscellaneous Revenue	2,400	1,000	2,470	1,200
Revenue Total	\$ 179,057	\$ 169,000	\$ 327,595	\$ 309,200
Fund Total	\$ 330,228	\$ 329,000	\$ 507,556	\$ 650,876

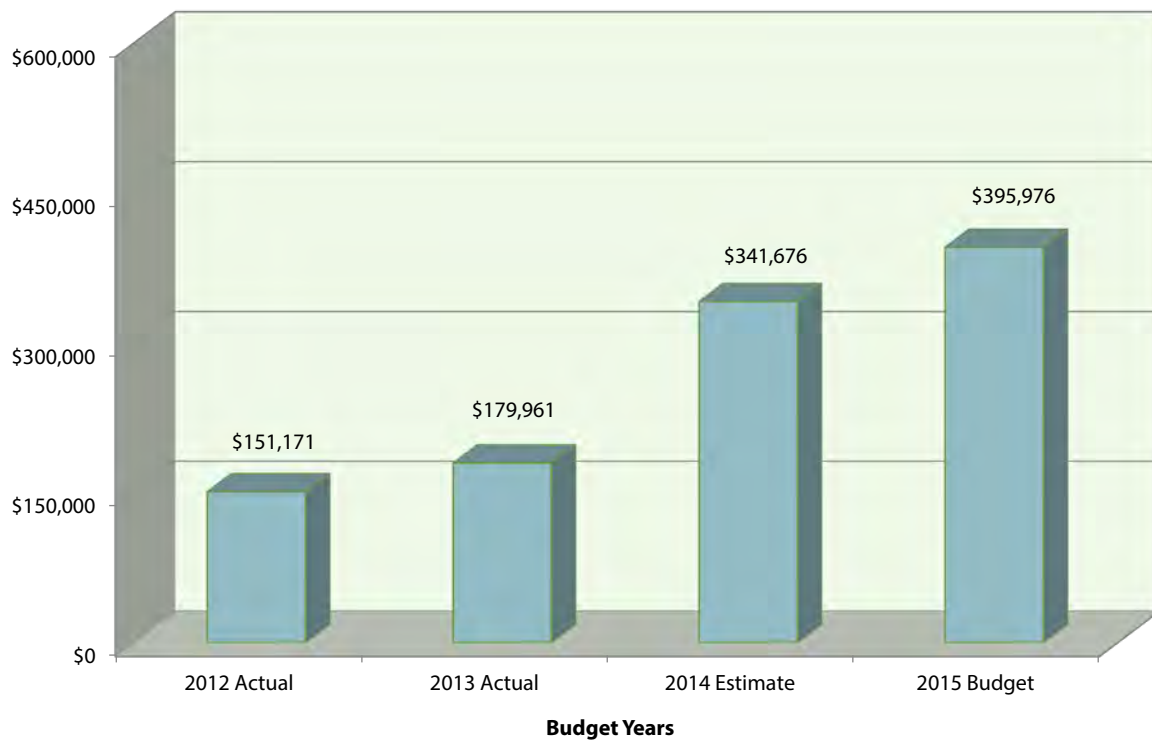
Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 34,204	\$ 32,450	\$ 31,860	\$ 42,000
Supplies & Equipment	135	200	240	600
Charges & Services	112,096	136,901	129,780	172,300
Capital Outlay	3,833	15,000	4,000	40,000
Expenditure Total	\$ 150,267	\$ 184,551	\$ 165,880	\$ 254,900
Ending Fund Balance	179,961	144,449	341,676	395,976
Fund Total	\$ 330,228	\$ 329,000	\$ 507,556	\$ 650,876



A Century of Dairying - Photo by Leroy LaCelle

Municipal Art Fund Ending Fund Balance Comparison



The Dig

Community Sustainability (120)

Mission

The mission of Community Sustainability is to develop and implement projects, programs and policies within the City and in the community in order to advance sustainability in Issaquah and to achieve the community's interrelated environmental, economic and social sustainability goals.

2015 Work Plan Focus

- ✘ Conduct a program review of programs and services, with recommendations for modifications and improvements. Enhance communication, marketing and branding of the sustainability programs.
- ✘ Implement a food too good to waste program focused on food waste prevention and application of best practices for residents and businesses. Provide technical assistance to businesses on food packaging, composting and source reduction strategies.
- ✘ Implement an Alternative Transportation and Trip Reduction initiative encompassing local business and city commute travel, rideshare alternatives, walking and bicycling activities in the community.
- ✘ Implement a sustainable landscape education and outreach program addressing water use, stormwater pollution prevention and local food systems in the community.
- ✘ Continue to support community dialogue and action plans by supporting the Community Conversation on Drug Abuse in collaboration with the Drug Free Community Coalition and other partners.
- ✘ Continue to support green building and infrastructure strategies in the City through the Green Building and Infrastructure Team.
- ✘ Continue to integrate social sustainability and environmental sustainability work.
- ✘ Complete training of Master Recycler Composters (MRCs) and engage in volunteer activities in the community.

(Continued on next page...)





2015 Work Plan Focus (Cont.)

- ✖ Develop an internal lean process improvement training program for City staff.
- ✖ Implement a partnership with the Issaquah School District to foster increased sustainability literacy of local students.

Prior Year Accomplishments

- 👍 Implemented Phase II of the retail carryout bag ordinance. Provided technical assistance site visits to approximately 160 businesses on retail carryout bag requirements and options.
- 👍 Developed a partnership agreement with the Issaquah School District.
- 👍 Completed the Bike and Pedestrian project and incorporated capital projects into the Transportation Improvement Plan (TIP) and concurrency study.
- 👍 Installed bicycle racks in the historic downtown core.
- 👍 Expanded participation in urban agriculture and natural yard care programs through the Pickering Garden in partnership with Seattle Tilth.
- 👍 Implemented water quality protection education BMPs for households and community landscapes.
- 👍 Improved social and environmental literacy through a series of Community Sustainability Forums.
- 👍 Increased participation in commercial recycling and compost diversion.
- 👍 Led lean process improvement events and for construction permitting and inspection to close-out processes. Provided training to over 80 staff on lean process improvement principles and methods.
- 👍 Updated the Community Indicators and Sustainable City Report for 2014.
- 👍 Updated Recology - CleanScapes contract to provide service enhancements and improved environmental performance.
- 👍 Trained an additional 30 residents through the second cohort of the Master Composter Eastside program.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Office of Sustainability Director	1.00	1.00
Sustainability Program Manager, Sr.	1.00	1.00
Sustainability Coordinator II	1.00	1.00
Sustainability Coordinator I	1.00	1.00
Total FTE	4.00	4.00



Salmon Days Clean Event Station

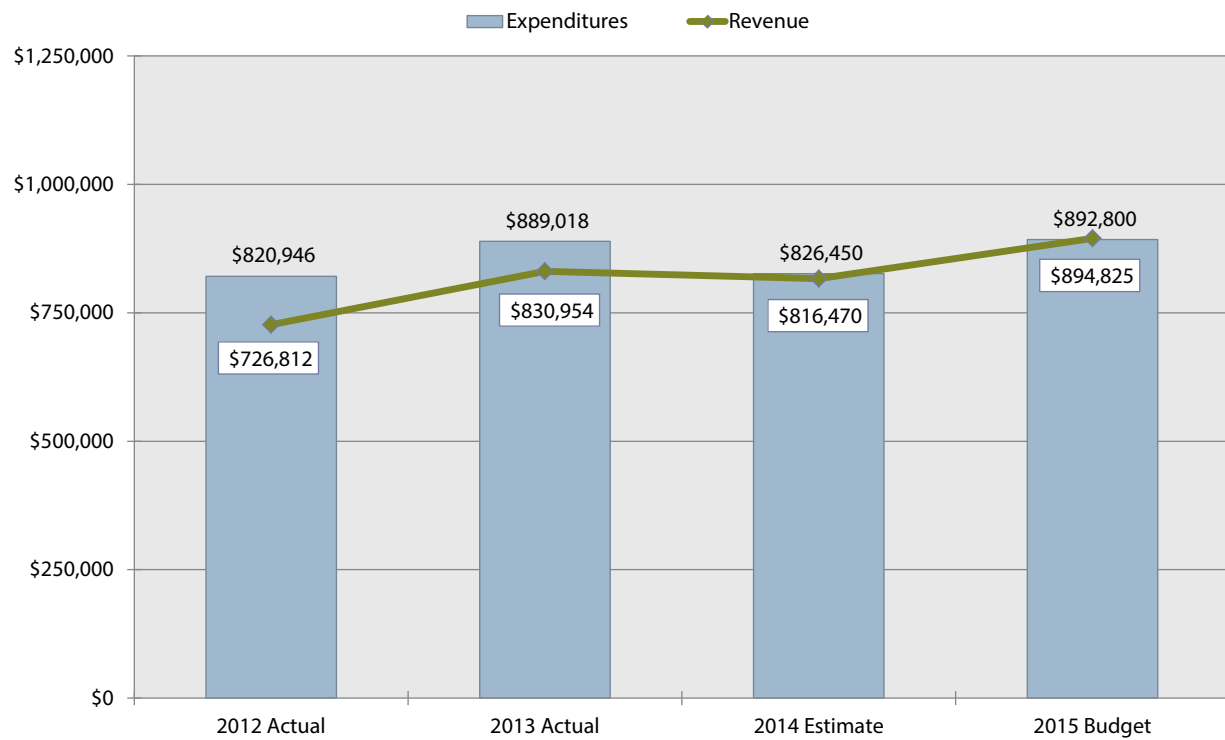
Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 115,559	\$ 106,000	\$ 57,495	\$ 47,515
Revenue Sources				
Intergovernmental Revenue	115,692	148,200	101,120	120,525
Charges for Services	381,058	384,000	394,450	473,300
Miscellaneous Revenue	3,204	15,000	100	-
Operating Transfers-in	331,000	331,000	320,800	301,000
Revenue Total	\$ 830,954	\$ 878,200	\$ 816,470	\$ 894,825
Fund Total	\$ 946,513	\$ 984,200	\$ 873,965	\$ 942,340

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 607,074	\$ 690,950	\$ 578,120	\$ 692,500
Supplies & Equipment	26,265	9,700	5,850	9,050
Charges & Services	202,078	186,500	186,380	191,250
Intergovernmental	53,601	54,000	56,100	-
Expenditure Total	\$ 889,018	\$ 941,150	\$ 826,450	\$ 892,800
Ending Fund Balance	57,495	43,050	47,515	49,540
Fund Total	\$ 946,513	\$ 984,200	\$ 873,965	\$ 942,340

Community Sustainability Annual Budget Comparison



Communications/Cable TV Fund (130)

This fund was created in 1997 to separately account for transactions associated with the City's government communications channel, Cable TV

franchise related activities and the Cable TV commission.

2015 Work Plan Focus

- ✕ Continue to increase focus on online video content using YouTube and social media.
- ✕ Increase the amount of local high school sports coverage.
- ✕ Create networked digital media archive.
- ✕ Finalize the new role of the Issaquah Cable TV Commission.
- ✕ Upgrade the system used to televise City Council and Commission meetings.

Staffing Levels

Position Title	# of FTE	
	2014	2015
TV/Media Production Specialist ¹	1.00	1.00
Cable TV Non-Regular	0.25	0.25
Total FTE	1.25	1.25

Prior Year Accomplishments

- 👍 Televised all appropriate Council and Commission meetings (60 to 90).
- 👍 Posted all ICTV Channel 21 productions online.
- 👍 Covered community events such as Salmon Days, and Fourth of July.
- 👍 Produced weekly video content for City's social media channels.
- 👍 Covered multiple Issaquah High School football games for use online and on ICTV.
- 👍 Produces specialized programming, such as Inside Issaquah magazine show.
- 👍 Produced internal videos for Human Resources' for City's "on-boarding efforts."
- 👍 Fulfilled Cable Commission requests concerning cable franchise issues and citizen complaints.
- 👍 Stayed current with any changes in local, regional, and federal regulations concerning Cable TV and telecommunications.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 450,464	\$ 450,000	\$ 498,641	\$ 548,101

Revenue Sources

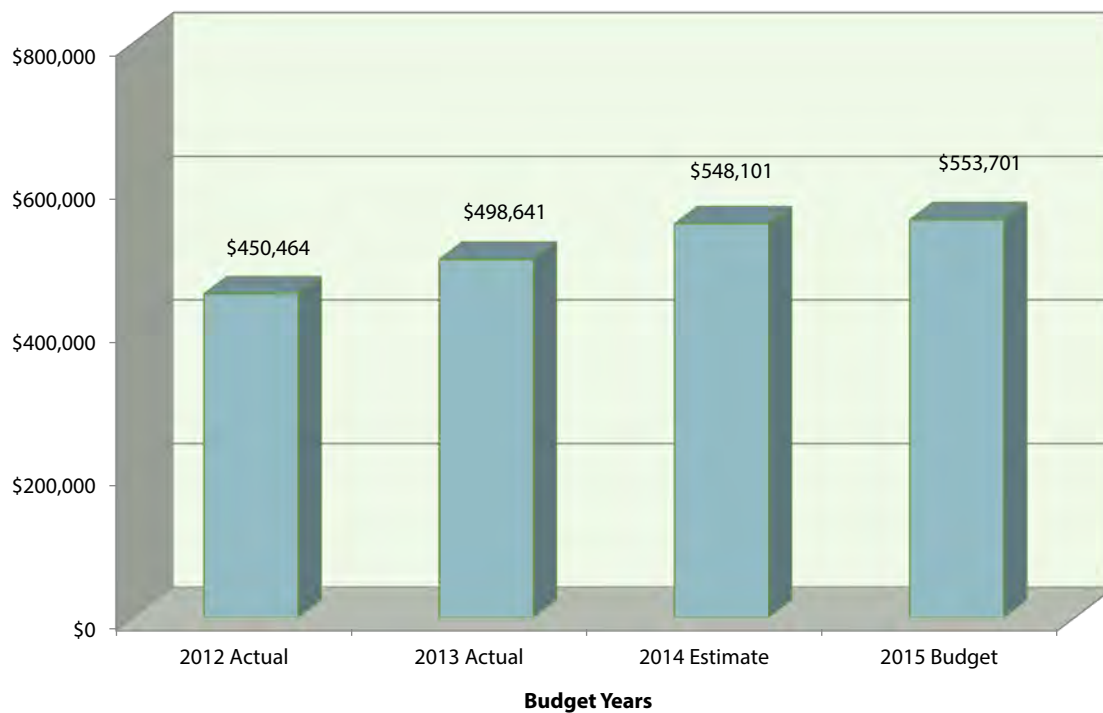
Licenses & Permits	499,100	480,000	510,000	515,000
Miscellaneous Revenue	1,400	200	1,000	1,000
Revenue Total	\$ 500,500	\$ 480,200	\$ 511,000	\$ 516,000
Fund Total	\$ 950,964	\$ 930,200	\$ 1,009,641	\$ 1,064,101

¹ Reports to the Assistant to City Administrator.

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 143,162	\$ 165,160	\$ 149,930	\$ 168,900
Supplies & Equipment	9,830	7,500	7,000	14,700
Charges & Services	30,531	65,660	32,610	49,300
Operating Transfers-Out	268,800	272,000	272,000	277,500
Expenditure Total	\$ 452,323	\$ 510,320	\$ 461,540	\$ 510,400
Ending Fund Balance	498,641	419,880	548,101	553,701
Fund Total	\$ 950,964	\$ 930,200	\$ 1,009,641	\$ 1,064,101

Communications Fund Ending Fund Balance Comparison



Lodging Tax Fund (140)

This fund was created in 1998 to account for transactions associated with the City's share of the hotel/motel tax. The City of Issaquah's 1% tax is currently collected by motels and bed and breakfast inns.

Per state law, proceeds received from this tax can only be used to pay all or any part of the cost of tourism promotion, acquisition of tourism-related facilities or the operation of tourism related facilities.

2015 Work Plan

- ✕ Coordinate among city tourism organizations to pool advertising resources and use them more efficiently.

Examples include:

- ✓ A recent partnership with ArtEast and the Cougar Mountain Zoo; and
- ✓ New advertising opportunities available at the Visitor's Resource Center run by the Chamber.

Prior Year Accomplishments

- 👍 Funded six community partners (\$92,000) who pledged to attract 97,350 tourists to Issaquah through various festivals, events and tourism promotion campaigns.
- 👍 Leveraged \$92,000 of City tourism money with approximately \$643,000 from other funding sources, effectively leveraging \$7 for every single lodging tax dollar spent.
- 👍 Partnered with Chamber of Commerce to issue RFQ to write a tourism organization business plan.

Revenue Comparison

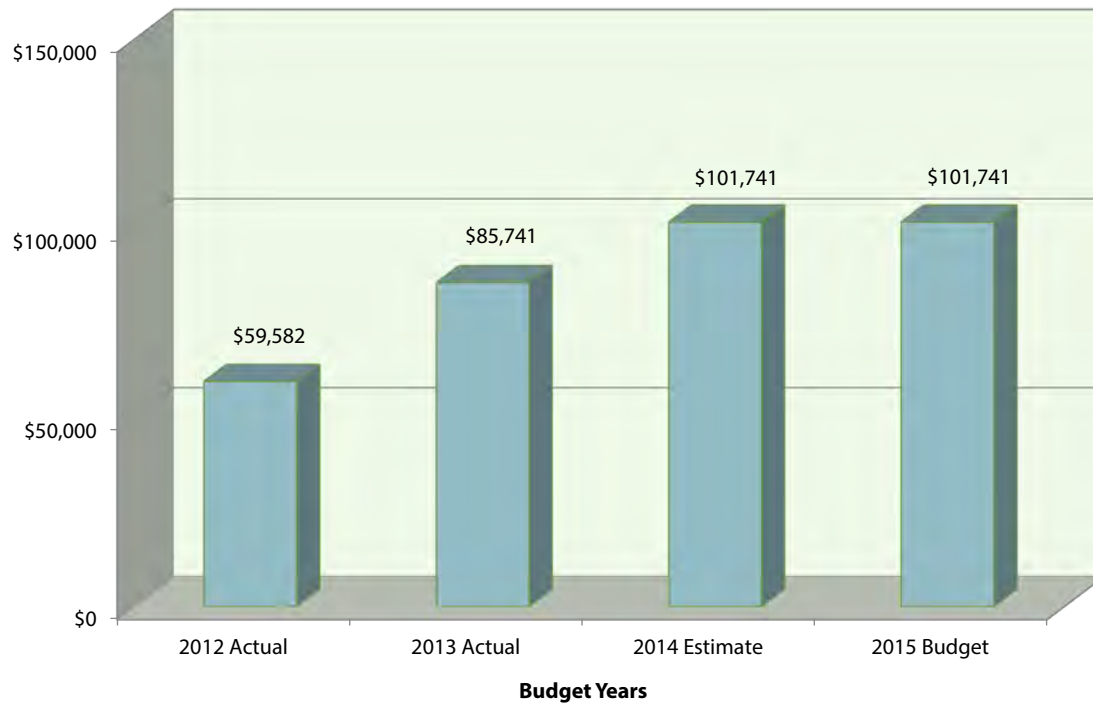
Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 59,583	\$ 91,533	\$ 85,741	\$ 101,741

Revenue Sources

Taxes	114,732	100,000	120,000	125,000
Revenue Total	\$ 114,732	\$ 100,000	\$ 120,000	\$ 125,000
Fund Total	\$ 174,315	\$ 191,533	\$ 205,741	\$ 226,741

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Supplies & Equipment	-	4,000	4,000	-
Charges & Services	88,574	100,000	100,000	125,000
Expenditure Total	\$ 88,574	\$ 104,000	\$ 104,000	\$ 125,000
Ending Fund Balance	85,741	87,533	101,741	101,741
Fund Total	\$ 174,315	\$ 191,533	\$ 205,741	\$ 226,741

Lodging Tax Fund Ending Fund Balance Comparison



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Debt Service Funds

Debt Service Funds account for the payment of general obligation bond principal and interest from governmental resources and the payment of special assessment bond principal and interest from special assessment levies when the City is obligated in some manner for the payment.

Debt Service Funds Overview

Debt service funds are used to account for principal and interest payments used for the retirement of long-term debt. Debt is used by the City as a means of financing capital improvements. By extending the repayment of debt over the anticipated useful life of the improvement, the cost of an improvement can be more equitably spread among the citizens who benefit from the improvement.

Bonds are sold and the proceeds (cash) are used to pay for the construction of capital improvements. The bonds are repaid over a period of time from taxes, fees, or other revenue sources dedicated for that purpose.

There are three types of debt generally issued by the City for general government purposes:

- ☞ Unlimited Tax General Obligation (UTGO) Bonds represent debt that was approved by voters for a specific purpose. In this case, citizens have agreed to levy property taxes to repay the debt generally over a twenty-year period.
- ☞ Limited Tax General Obligation (LTGO) Bonds (also called Councilmanic Bonds) can be issued with approval of the City Council. The debt is repaid from general revenues of the City.
- ☞ Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who benefited from the capital improvement through annual assessments paid to the City. LIDs are formed by the City Council after a majority of property owners agree to the assessment.

When the City issues debt, a thorough review of the

City's financial condition is completed by bond rating agencies. Based on their findings, the bonds are given a rating. The City's bond rating is a reflection of its creditworthiness and affects the cost to the City of issuing debt. There are two rating agencies--Standard and Poor's (S&P) and Moody's Investor Service--that rate Issaquah's bonds.

Bonds carried a Moody's A 1 rating until November of 2006 when the City changed to Standard and Poor's and received a AA rating on both unlimited and limited general obligation Bonds. The City's received an upgrade from a AA+ to AAA from Standard and Poors on May 13, 2014.

Once bonds are rated, the City enters the bond market to secure the necessary funding. The proceeds (cash) received from selling the bonds are placed in a capital projects fund to account for the cost of constructing the capital improvement. Separate funds have been created to track the principal and interest payments for limited and unlimited bonds. Each year a sufficient amount of revenue is budgeted and placed in each fund to pay the annual principal and interest due.

Debt Capacity

Washington State law imposes limitations on the total amount of debt that a city can have outstanding to 7.5 percent of total assessed property valuation plus the net of current assets and liabilities. This comprises the City's "Debt Capacity" at any one time. The City Council has authority to issue bonds without voter approval (Councilmanic) for a combined total of up to 1.5 percent of the City's assessed valuation.

Legal Debt Margin as of September 30, 2014

9/30/14	General Capacity		Special Purpose Capacity		Total Capacity
	Councilmanic (Non-Voted)	Excess Levy (Voted-in)	Parks & Open Space (Voted-in)	Utility Purposes (Voted-in)	
Preliminary Assessed Value:	\$7,519,278,365				
2.50% of Assessed Value	\$ -	\$ 187,981,959	\$ 187,981,959	\$ 187,981,959	\$ 563,945,877
1.50% of Assessed Value	112,789,175	(112,789,175)	-	-	-
Statutory Debt Limit	\$ 112,789,175	\$ 75,192,784	\$ 187,981,959	\$ 187,981,959	\$ 563,945,877
Less Debt Outstanding G.O. Bonds	(13,670,000)	(5,790,000)	(12,045,000)	-	(31,505,000)
Available in Debt Service Fund	513,403	753,201	502,134	-	1,768,738
Debt Capacity	\$ 99,632,578	\$ 70,155,985	\$ 176,439,093	\$ 187,981,959	\$ 534,209,615

Ratio of Net General Obligation Bonded Debt to Assessed Value and Net Debt Per Capita

Fiscal Year	Population	Assessed Value ^{1,2}	Net Bonded Debt ³	Bonded Debt to Assessed Value	Debt Per Capita
2014	32,880	\$ 7,519,278,365	\$ 29,736,262	0.40	\$ 904
2013	32,130	6,248,859,080	30,311,262	0.49	943
2012	31,150	5,755,559,143	28,306,424	0.49	909
2011	30,690	5,825,625,221	28,275,096	0.49	921
2010	30,434	5,950,256,766	30,768,680	0.52	1,011
2009	29,871	6,055,526,752	33,154,698	0.55	1,110
2008	29,010	6,847,811,237	35,930,199	0.52	1,239
2007	27,047	5,855,908,029	30,707,945	0.52	1,135
2006	21,864	4,416,915,927	33,153,293	0.75	1,516
2005	19,127	3,734,157,054	35,282,412	0.94	1,845

¹ Assessed value provided by King County, Washington, which is the City's tax collection and distribution agency. This is the assessed value used to determine the following year's taxes.

² Preliminary assessed value. Assessed value may change to reflect final King County Assessor's numbers at adoption of final budget.

³ Gross bonded debt less amount available in debt service funds.

General Obligation Bond Summary

The general obligation issues with bonds payable as of December 31, 2014, are listed below. Issues voted in by the residents of Issaquah are being paid through an excess property tax levy.

Information on anticipated 2015 revenue and expenditures for each of the City's debt service funds is detailed on the following pages.

Name	Date of Issue	Issued Amount	Average Coupon Interest	Date of Final Maturity	12/31/2014 Outstanding Bond Balance
<i>Voted-In Debt:¹</i>					
2005 ITS/Police Refunding	12/1/2005	\$ 4,745,000	4.34	12/1/2025	\$ 1,500,000
2006 Parks Bond	12/1/2006	\$ 6,250,000	3.91	12/1/2026	4,300,000
2009A Fire Station #72	12/1/2009	\$ 1,840,000	3.64	12/1/2019	995,000
2009T BABs Fire Station #72	12/1/2009	\$ 2,660,000	5.74	12/1/2029	2,660,000
2014 Park Bond	6/5/2014	\$ 7,745,000	3.23	12/1/2033	7,745,000
2014 Senior Center Refunding	6/5/2014	\$ 635,000	3.00	12/1/2021	635,000
Total Voter-Approved Debt					\$ 17,835,000
<i>Non-Voted Debt (Councilmanic):</i>					
2004 Highland Park Facilities	12/1/2004	\$ 3,820,000	4.14	12/1/2024	\$ 2,280,000
2006 Police/Barn Refunding	12/1/2006	\$ 3,485,000	4.05	1/1/2021	1,875,000
2007 Police Station Refunding	1/1/2007	\$ 5,100,000	3.98	1/1/2019	2,775,000
2009 Bolliger Property	2/17/2009	\$ 2,780,000	3.80	12/1/2028	2,145,000
2009B Fire Station, Property	12/1/2009	\$ 6,355,000	3.80	12/1/2021	4,595,000
Total Non-Voted Debt					\$ 13,670,000
Total Debt					\$ 31,505,000

¹ On November 3, 2013, Issaquah voters approved Proposition 1 that provides for \$10 million in debt to be issued for parks and recreation purposes. The debt was sold in late spring 2014.

Debt Service Fund

(Voter-Approved)

Issues voted in by the residents of Issaquah are paid through an excess property tax levy. During 2014 the City refinanced its 2001 Senior Center bonds

resulting in a net savings of approximately \$111,000 and issued new debt for parks and open space of \$7,745,000.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 734,241	\$ 770,000	\$ 769,446	\$ 663,458
Revenue Sources				
Taxes	1,443,304	1,448,000	1,448,000	1,660,000
Intergovernmental Revenue ¹	48,964	40,000	49,300	43,000
Miscellaneous Revenue	3,500	-	2,000	-
Other Revenue Sources	-	-	685,400	-
Revenue Total	\$ 1,495,768	\$ 1,488,000	\$ 2,184,700	\$ 1,703,000
Fund Total	\$ 2,230,009	\$ 2,258,000	\$ 2,954,146	\$ 2,366,458

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Debt Service - Principal	\$ 920,000	\$ 965,000	\$ 1,650,000	\$ 1,010,000
Debt Service - Interest	540,563	500,880	640,688	693,000
Expenditure Total	\$ 1,460,563	\$ 1,465,880	\$ 2,290,688	\$ 1,703,000
Ending Fund Balance	769,446	792,120	663,458	663,458
Fund Total	\$ 2,230,009	\$ 2,258,000	\$ 2,954,146	\$ 2,366,458

¹ Interest refunded to the City on the Fire Station Build America Bonds. Refund equals approximately 35% of the interest paid on these taxable bonds. As a result of the sequestration process required by the Balanced Budget and Emergency Deficit Control Act of 1985, the credit payment amount was reduced by 8.7% in 2013 and 7.2% in 2014.

Limited Debt Service Fund

(Councilmanic Non-Voted)

Non-voted debt must be paid for out of the general revenues of the City. The City pays for non-voted

debt via an operating transfer from the Capital Improvement Fund.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 15,663	\$ 14,048	\$ 12,544	\$ 29,352

Revenue Sources

Operating Transfers-In	<u>2,290,008</u>	<u>2,300,000</u>	<u>2,300,000</u>	<u>2,287,000</u>
Revenue Total	\$ 2,290,008	\$ 2,300,000	\$ 2,300,000	\$ 2,287,000
Fund Total	\$ 2,305,671	\$ 2,314,048	\$ 2,312,544	\$ 2,316,352

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Debt Service - Principal	\$ 1,640,000	\$ 1,690,000	\$ 1,690,000	\$ 1,755,000
Debt Service - Interest	<u>653,127</u>	<u>608,800</u>	<u>593,192</u>	<u>532,000</u>
Expenditure Total	\$ 2,293,127	\$ 2,298,800	\$ 2,283,192	\$ 2,287,000
Ending Fund Balance	<u>12,544</u>	<u>15,248</u>	<u>29,352</u>	<u>29,352</u>
Fund Total	\$ 2,305,671	\$ 2,314,048	\$ 2,312,544	\$ 2,316,352

Local Improvement District (LID)

(Special Assessments)

Special assessment bonds are issued to finance construction of local improvement district (LID) and utility local improvement district (ULID) projects and are repaid through assessments collected from property owners benefiting from the related improvements.

The City is required under state law to establish a

guaranty fund to provide a means of paying LID bond debt service obligations in the event there are insufficient resources in the LID control fund.

Information on anticipated 2015 revenue and expenditures for the City's LID Debt Service fund and LID Guaranty fund is detailed on the pages following the active LID list.

Active L.I.D. Bonds

Name	Issue Date	Issue Amount	Average Coupon Interest	Date of Final Maturity	12/31/2014 Outstanding Bond Balance
L.I.D. #23 – Mall Street Sidewalk Improvements	12/31/2009	\$977,390	5.50%	2024	\$ 650,000

L.I.D. #24 – Traffic Roundabout at E. Lake Sammamish Parkway and SE 43 rd Way	12/15/2011	\$2,345,000	4.00%	2028	\$ 2,316,518
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LID Debt Service Fund

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 33,511	\$ 27,599	\$ 36,095	\$ 57,513

Revenue Sources

Miscellaneous Revenue (Special Assessments)	214,864	207,711	207,710	328,000
Revenue Total	\$ 214,864	\$ 207,711	\$ 207,710	\$ 328,000
Fund Total	\$ 248,375	\$ 235,310	\$ 243,805	\$ 385,513

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Debt Service - Principal	\$ 83,343	\$ 65,000	\$ 60,000	\$ 221,500
Debt Service - Interest	128,937	126,700	126,292	106,500
Expenditure Total	\$ 212,280	\$ 191,700	\$ 186,292	\$ 328,000
Ending Fund Balance	36,095	43,610	57,513	57,513
Fund Total	\$ 248,375	\$ 235,310	\$ 243,805	\$ 385,513

LID Guaranty Fund

This fund was created and is maintained to guarantee the redemption of LID bonds should any assessments default. The fund should maintain a minimum balance of 5% of outstanding LID bonds.

Sources of revenue include interest, surplus remaining in any LID fund after all obligations have been met, and taxes levied in order to maintain the necessary reserve balance.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 975,232	\$ 676,282	\$ 976,632	\$ 977,882

Revenue Sources

Miscellaneous Revenue	1,400	1,500	1,250	1,500
Revenue Total	\$ 1,400	\$ 1,500	\$ 1,250	\$ 1,500
Fund Total	\$ 976,632	\$ 677,782	\$ 977,882	\$ 979,382

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Ending Fund Balance	976,632	677,782	977,882	979,382
Fund Total	\$ 976,632	\$ 677,782	\$ 977,882	\$ 979,382

Arbitrage Rebate Fund

This fund was established to build up reserves to rebate the United States Treasury Department for

interest earned in excess of the maximum yield rate set for each bond issue.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 62,613	\$ 62,613	\$ 62,613	\$ 62,613
Fund Total	\$ 62,613	\$ 62,613	\$ 62,613	\$ 62,613

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Ending Fund Balance	\$ 62,613	\$ 62,613	\$ 62,613	\$ 62,613
Fund Total	\$ 62,613	\$ 62,613	\$ 62,613	\$ 62,613



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Capital Project Funds

Capital Project Funds account for financial resources to be used for the acquisition or construction of capital facilities other than those financed by enterprise or internal service funds.

Capital Project Funds Overview

Capital Project Funds account for the receipt and disbursement of resources designated for capital facilities construction, special projects and studies, improvements or equipment, other than those financed by Enterprise Funds (water, sewer, and stormwater). Each fund is discussed individually on the following pages.

The City of Issaquah currently has nine active Capital Project Funds. Those funds are listed at right.

- § Capital Improvement Fund
- § Mitigation Fund
- § City Shop Construction Fund
- § Newport Way Construction Fund
- § Street Improvement Fund
- § Centralized ITS Traffic Signal System Fund
- § Transit Center Fire Station #72 Construction Fund
- § Highlands Park Facilities Fund
- § Park Improvement/Acquisition Fund



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Capital Improvement Fund (301)

The Capital Improvement Fund was created to account for major City Capital Improvement Projects not budgeted under specific funds. Primary revenue sources are the 0.25% excise tax on real estate sales and the portion of sales tax dedicated to capital improvements, special projects and studies by Council policy.

Excise tax proceeds are to be used solely for financing capital projects specified in a Capital Improvement Plan and such funds are intended to be in addition to other funds that may be reasonably available for such capital projects.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Development Officer ¹	0.375	0.375
Total FTE	0.375	0.375

¹ Total FTE = 0.75. The additional 0.375 FTE of this position is budgeted in Municipal Art Fund (110). Position reports to Assistant to City Administrator.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,048,466	\$ 858,969	\$ 1,108,236	\$ 1,429,666
Revenue Sources				
Taxes	3,968,877	3,813,000	3,833,050	3,808,500
Intergovernmental Revenue	1,152,236	213,000	185,790	190,000
Charges for Service	-	-	12,420	-
Miscellaneous Revenue	126,399	120,140	100,190	113,550
Other Revenue Sources	300,000	150,000	-	150,000
Revenue Total	\$ 5,547,512	\$ 4,296,140	\$ 4,131,450	\$ 4,262,050
Fund Total	\$ 6,595,978	\$ 5,155,109	\$ 5,239,686	\$ 5,691,716

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 34,204	\$ 48,650	\$ 48,420	\$ 42,000
Supplies & Equipment	50,222	10,000	200	21,800
Charges & Services	1,942,164	1,784,000	1,325,400	2,514,000
Capital Outlay	1,086,788	441,030	136,000	491,530
Debt Service	1,855	-	-	-
Operating Transfers-Out	2,372,508	2,300,000	2,300,000	2,287,000
Expenditure Total	\$ 5,487,741	\$ 4,583,680	\$ 3,810,020	\$ 5,356,330
Ending Fund Balance	1,108,236	571,429	1,429,666	335,386
Fund Total	\$ 6,595,977	\$ 5,155,109	\$ 5,239,686	\$ 5,691,716

Capital Outlay Items

Capital Improvement Fund Equipment & Capital Outlay Items	2015 Budget
Skate Park	\$ 425,000
Tenant Improvements - City Hall(s)	30,000
Spillman	26,530
Community Alert System	15,000
Cougar Mountain Zoo	10,000
MUNIS Hardware	6,800
Total Equipment & Capital Outlay Items	\$ 513,330

Other Services & Charges¹

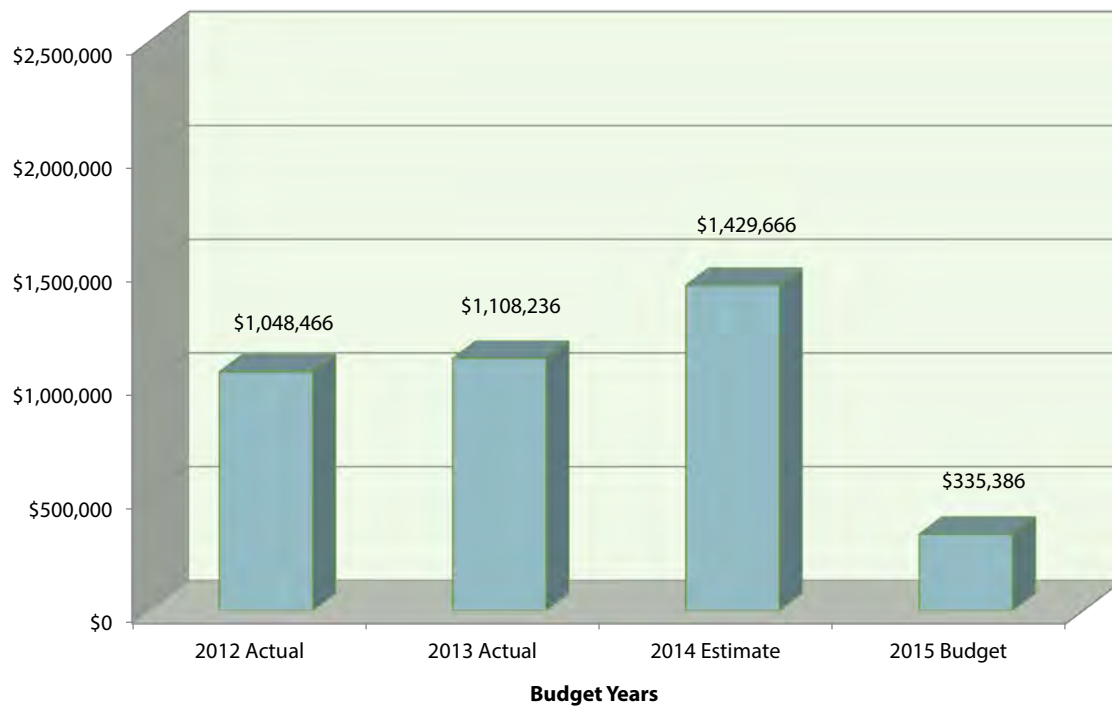
Other Services & Charges	2015 Budget
Street Overlay/Maintenance Program ¹	\$ 1,180,000
Vehicle/Equipment Replacement Reserves ²	747,300
Shop Rental Charges	185,000
<u>Council Goals:</u>	
Mobility Master Plan	75,000
Professional Marketing	35,000
Olde Towne Vitality	15,000
Financial System Upgrade	110,000
Development Services Fee Study	50,000
ARCH Low Income Housing Contribution	50,000
Village Theater Capital Contribution	25,000
Total Other Services & Charges	\$ 2,472,300

Operating Transfers-Out

Operating Transfers-Out to:	2015 Budget
Debt Service Fund	\$ 2,287,000
Total Operating Transfers-Out	\$ 2,287,000

¹ Includes carry-over from 2014 of \$380,000.

² Includes \$418,000 for Fire Equipment reserves.

Capital Improvement Fund Ending Fund Balance Comparison

Mitigation Fund (310)

The Mitigation Fund accounts for revenues received from outside sources (e.g., developers) for the express purpose of expending on a specific capital

item/project, in the Police, Fire, Parks and General Services area.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 2,867,740	\$ 11,575,090	\$ 11,705,504	\$ 12,442,334

Revenue Sources

Charges for Services	9,007,891 ¹	325,000	855,510	380,000
Miscellaneous Revenue	<u>42,526</u>	<u>5,000</u>	<u>35,820</u>	<u>15,000</u>
Revenue Total	\$ 9,050,417	\$ 330,000	\$ 891,330	\$ 395,000
Fund Total	\$11,918,157	\$ 11,905,090	\$ 12,596,834	\$ 12,837,334

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Supplies & Equipment	\$ -	\$ -	\$ -	\$ 260
Capital Outlay	62,653	154,500	154,500	75,000
Operating Transfers-Out	<u>150,000</u>	<u>729,640</u>	<u>-</u>	<u>450,000</u>
Expenditure Total	\$ 212,653	\$ 884,140	\$ 154,500	\$ 525,260
Ending Fund Balance	<u>11,705,504</u>	<u>11,020,950</u>	<u>12,442,334</u>	<u>12,312,074</u>
Fund Total	\$11,918,157	\$ 11,905,090	\$ 12,596,834	\$ 12,837,334

¹ During 2013 mitigation fees and impact fees were received as required by a developers' agreement.

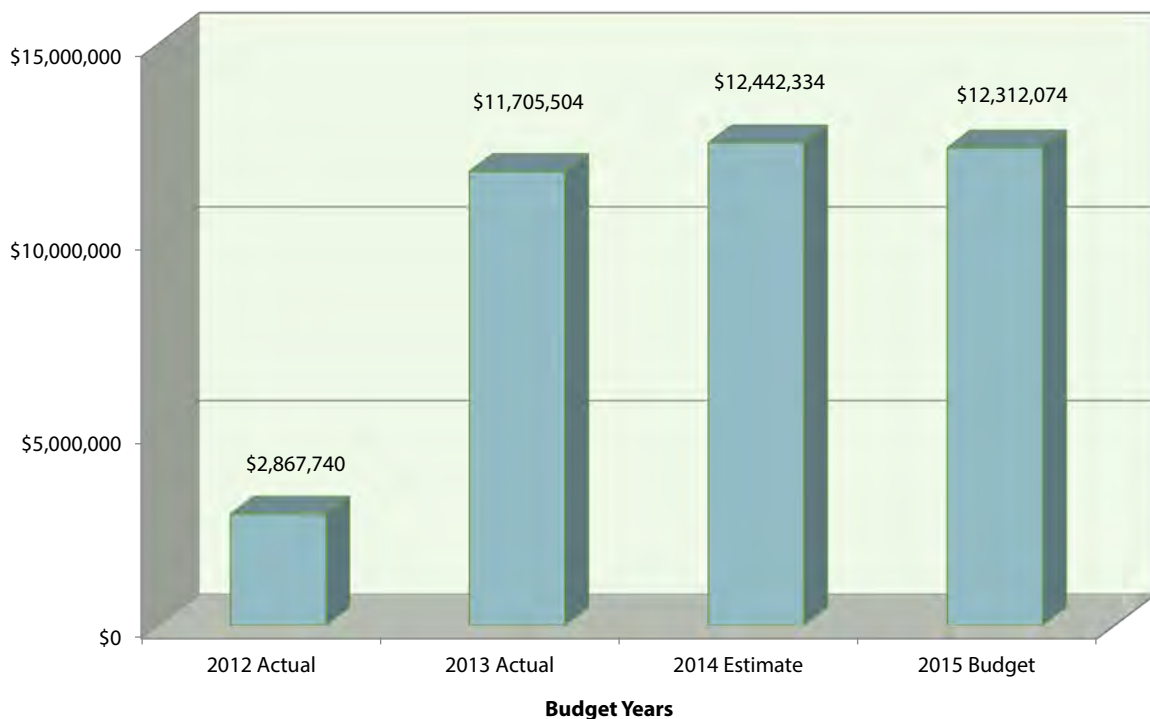
Expenditure Detail

Mitigation Fund Expenditure Detail	2015 Budget
Fire Station 71 Upgrades	\$ 75,000
Total Mitigation Fund Expenditures	\$ 75,000

Operating Transfers-Out

Operating Transfers-Out to:	2015 Budget
Street Improvement Fund	\$ 300,000
Capital Improvement Fund - Skate Park	150,000
Total Operating Transfers-Out	\$ 450,000

Mitigation Fund Ending Fund Balance Comparison



Shop Construction Fund (320)

This fund accounts for the construction and improvements of the City Shop, and for satellite

shop sites in the Issaquah Highlands and Talus Development areas.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 546,196	\$ 750,596	\$ 704,679	\$ 650,779

Revenue Sources

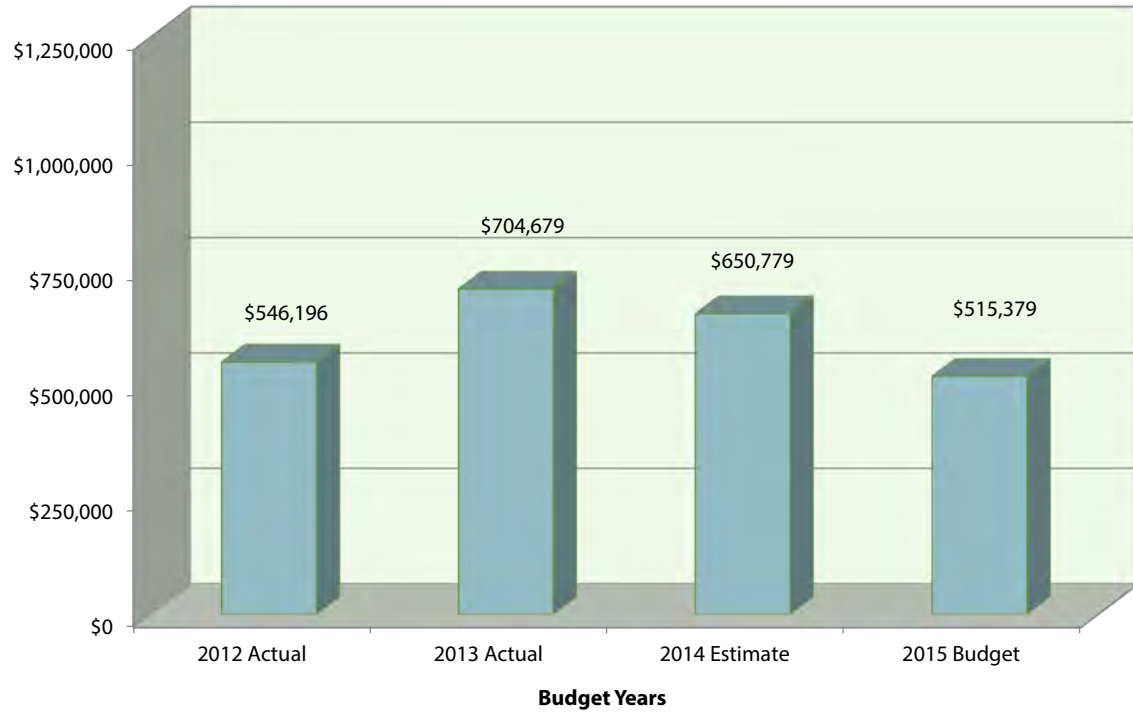
Miscellaneous Revenue	700	-	1,100	-
Other Revenue Sources	275,000	40,000	40,000	-
Revenue Total	\$ 275,700	\$ 40,000	\$ 41,100	\$ -
Fund Total	\$ 821,896	\$ 790,596	\$ 745,779	\$ 650,779

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Capital Outlay	\$ 117,217	\$ 95,000	\$ 95,000	\$ 135,400
Expenditure Total	\$ 117,217	\$ 95,000	\$ 95,000	\$ 135,400
Ending Fund Balance	704,679	695,596	650,779	515,379
Fund Total	\$ 821,896	\$ 790,596	\$ 745,779	\$ 650,779

Capital Outlay Items

Capital Outlay Items	2015 Budget
Pave SE Storage Yard Area	\$ 70,400
LED Retrofit	65,000
Total Capital Outlay Items	\$ 135,400

City Shop Construction Fund Ending Fund Balance Comparison

Newport Way Construction Fund (330)

This fund was created in 2000 to account for Street Impact Fees and bond proceeds that are to be used

for improving Newport Way.

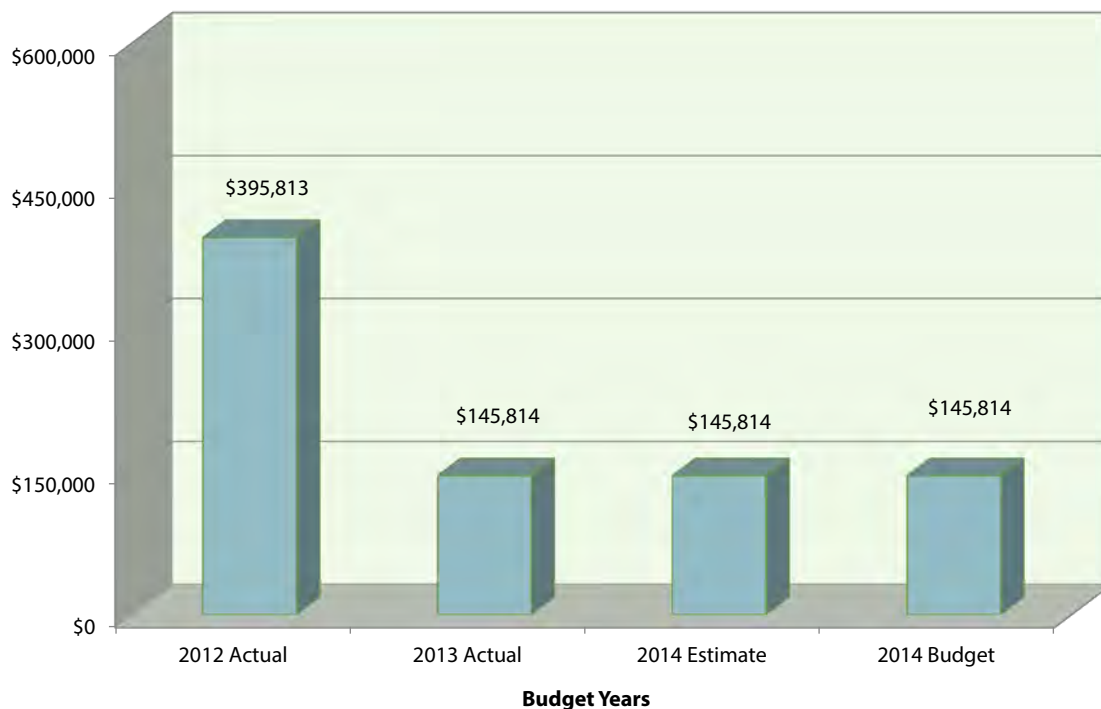
Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 395,814	\$ 145,814	\$ 145,814	\$ 145,814
Fund Total	\$ 395,814	\$ 145,814	\$ 145,814	\$ 145,814

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Operating Transfers-Out	\$ 250,000	\$ -	\$ -	\$ -
Expenditure Total	\$ 250,000	\$ -	\$ -	\$ -
Ending Fund Balance	145,814	145,814	145,814	145,814
Fund Total	\$ 395,814	\$ 145,814	\$ 145,814	\$ 145,814

Newport Way Construction Fund Ending Fund Balance Comparison



Street Improvement Fund (355)

The Street Improvement Fund was established in 1991 to account for revenues received from the additional one-fourth percentage Real Estate Excise Tax, which was authorized by the 1990 Growth Management Act. Proceeds from this additional real estate tax are to be used solely for financing capital

projects specified in a capital facilities plan, and are intended to be in addition to other funds that may be reasonably available for such capital projects. By City Ordinance, these funds are restricted to Street Projects.

2015 Work Plan Focus

- ✖ Complete right-of-way acquisition and begin construction of the E. Lake Sammamish Parkway improvements.
- ✖ Complete 60% design level effort (roadway and bridge) and begin environmental permitting of SE 62nd and its extension from E. Lake Sammamish Parkway to Lake Drive.
- ✖ Support other departments and development through traffic signal operations analyses.
- ✖ Manage the traffic signal system.
- ✖ Participate on the City's Transportation Mobility Team.
- ✖ Support Eastside Transportation Partnership and Puget Sound Regional Council (PSRC) through regional technical committees.
- ✖ Continue to pursue outside sources of funding to support transportation projects.



Prior Year Accomplishments

- 👍 Constructed Rainier Boulevard N. (east fork Issaquah Creek to NW Juniper).
- 👍 Constructed sidewalks along NW Dogwood.
- 👍 Completed design and right-of-way acquisitions for replacing the NW Dogwood Bridge.
- 👍 Applied for grants to fund sidewalks along NW Dogwood between 1st Avenue and the creek and along NW Sammamish Parkway.
- 👍 North Issaquah Roadway Network Improvements that include:
 - i. E. Lake Sammamish Roadway:
 - ✓ Complete design and federal permitting.
 - ✓ Received approximately \$3 million more in grant money bringing the total grant funds for this project to approximately \$7 million.
 - ✓ Began the right-of-way acquisition process.
 - ii. SE 62nd and New Road Extension:
 - ✓ Completed funding package through:
 - a. Execution of Costco Development Agreement; and
 - b. TIB Grant \$9.75 million.
 - ✓ Executed consultant contract to move the design forward from 30% and began design work.
 - ✓ Acquired sensitive area lands as mitigation.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 2,300,711	\$ 1,605,760	\$ 1,404,323	\$ 889,123

Revenue Sources

Taxes	1,563,933	1,200,000	1,500,000	1,200,000
Intergovernmental Revenue	415,656	6,427,350	861,100	15,711,200
Miscellaneous Revenue	-	-	-	2,938,000
Other Revenue Sources	300,000	3,876,405	47,100	300,000
Revenue Total	\$ 2,279,589	\$ 11,503,755	\$ 2,408,200	\$ 20,149,200
Fund Total	\$ 4,580,300	\$ 13,109,515	\$ 3,812,523	\$ 21,038,323

Grants/Contributions

Street Improvement Fund Grants/Contributions Detail	2015 Total
N Issaquah Roadway Improvements - SE 62nd Street:	
Washington Transportation Improvement Board (TIB) \$ 4,500,000	
Washington Department of Commerce 2,604,000	
Private Contribution 2,270,000	
Total Grants/Contributions - SE 62nd Street	\$ 9,374,000
N Issaquah Roadway Improvements - E. Lake Sammamish Parkway	
Washington Transportation Improvement Board (TIB) \$ 3,382,000	
Puget Sound Regional Council 2,561,200	
Private Contribution 668,000	
Total Grants/Contributions - E. Lake Sammamish Parkway	6,611,200
Dogwood Bridge Replacement	
Federal BRAC Funds \$ 1,934,000	
King County Flood Control 330,000	
Total Grants/Contributions - Dogwood Bridge	2,264,000
NW Dogwood Sidewalk Improvements	
Washington Transportation Improvement Board (TIB) \$ 400,000	
Total Grants/Contributions - Dogwood Sidewalk	400,000
Total Street Improvement Grants and Contributions	\$ 18,649,200

Expenditure Comparison¹

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 596,624	\$ 204,950	\$ 208,210	\$ 282,400
Supplies & Equipment	281,157	-	220	3,950
Charges & Services	359,163	9,663,410	635,450	129,200
Intergovernmental ¹	350,000	350,000	350,000	350,000
Capital Outlay	1,168,095	2,041,260	1,611,389	19,248,900
Debt Service	120,938	220,950	118,130	115,320
Operating Transfers-Out	300,000	-	-	-
Expenditure Total	\$ 3,175,977	\$ 12,480,570	\$ 2,923,400	\$ 20,129,770
Ending Fund Balance	1,404,323	628,945	889,123	908,553
Fund Total	\$ 4,580,300	\$ 13,109,515	\$ 3,812,523	\$ 21,038,323

Street Improvement Capital Projects

Street Improvement Fund Projects	2015 Budget
N Issaquah Roadway Improvements - SE 62nd Street	\$ 9,240,500
N Issaquah Roadway Improvements - E Lake Sammamish Pkwy	6,660,400
Dogwood Bridge Replacement	2,418,000
NW Dogwood Sidewalk Improvements	720,000
SE Black Nugget Rd - Retaining Wall Repair	190,000
Moutainside Dr SW Slide Repair	40,000
ADA Transition Study/Plan	40,000
Traffic Signal Loop Replacement	20,000
Total Street Improvement Capital Projects	\$ 19,328,900

¹ North Spar Road related payment is the 13th annual payment to King County for the City's share of the Highlands North Spar Road construction cost. As of 12/31/2014, \$2,800,000 remains outstanding. Per the Interlocal Agreement, no interest is charged.

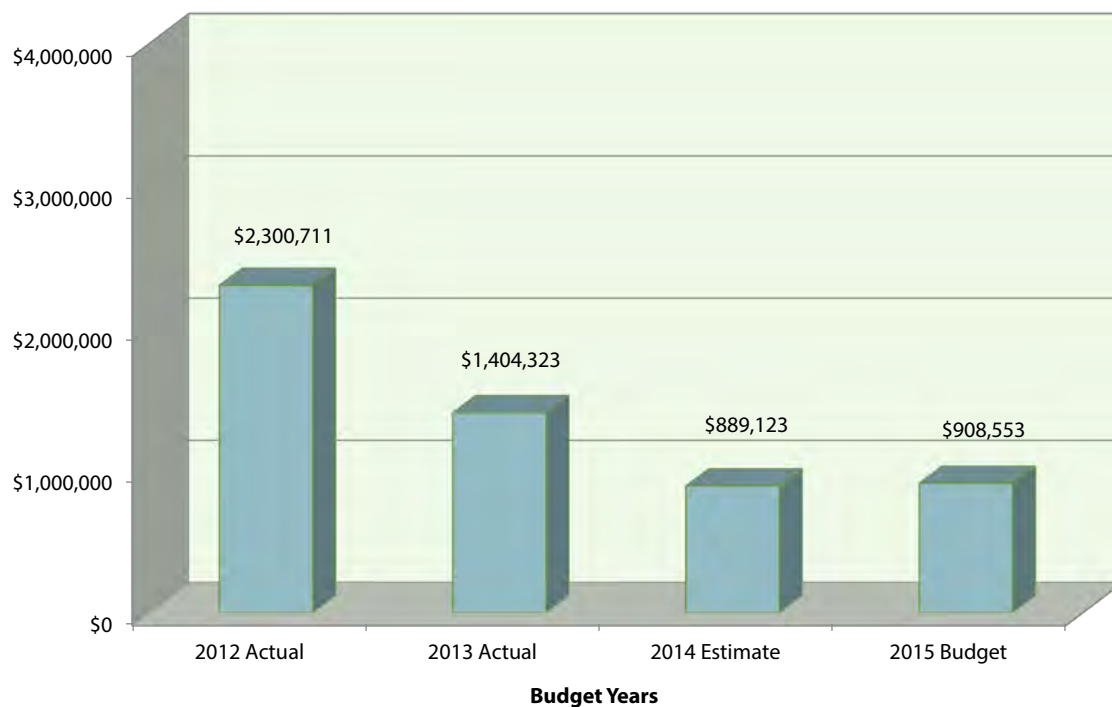
Capital Project Descriptions

PROJECT TITLE:	North Issaquah Roadway Improvements - SE 62nd Street	\$	9,240,500
LOCATION:	Rainier Blvd between NW Juniper St to Dogwood St, SE 62nd St and Extension of SE 62nd St from E Lake Sammamish Pkwy to Lake Dr		
Design and construct a new roadway and bridge extending SE 62nd St into Pickering Shopping Center and widen SE 62nd from E Lake Sammamish Pkwy to 221st Ave SE/4th Ave NW as well as relocate the East Fork of Issaquah Creek and roundabouts at SE 62nd St and 221st Ave SE/4th Ave NW and at new roadway at Lake Dr.			
PROJECT TITLE:	North Issaquah Roadway Improvements - E Lake Sammamish Pkwy Widening	\$	6,660,400
LOCATION:	E Lake Sammamish Pkwy Between SE 56th St and Issaquah-Fall City Rd		
As part of the N. Issaquah Roadway Network Improvements, design and construct roadway widening to provide for additional southbound through-travel lane, curb, gutter, sidewalks, storm drainage system including pertinent storm water filtration and storage, irrigation, and street trees. Requires modification of traffic signal at Black Nugget Rd and at SE 62nd St to provide for additional southbound through lane. Restripe portion of roadway between Issaquah Fall City Rd and I-90 for additional southbound approach lane. Will require completion of the biological assessment and acquisition of right-of-way and NEPA approval. Includes undergrounding overhead utilities.			
PROJECT TITLE:	Dogwood Bridge Replacements	\$	2,418,000
LOCATION:	NW Dogwood Street		
Reconstruct the existing bridge over Issaquah Creek.			
PROJECT TITLE:	NW Dogwood St Improvements	\$	720,000
LOCATION:	NW Dogwood Street from NW Newport Way to Rainier Boulevard		
Design and construction of street improvements, including restoration of road base for two travel lanes, asphalt surfacing, curbs and gutters, storm drainage, utility adjustments, street lights, intersection control at Newport Way intersection, landscaping, and sidewalks.			
PROJECT TITLE:	SE Black Nugget Rd - Retaining Wall Repair	\$	190,000
LOCATION:	SE Black Nugget Rd, 1000' - 3000' East of E Lake Sammamish Pkwy SE		
Maintenance and repair of retaining wall as needed with a substantial upgrade in later years to the wall.This was a King County permitted and inspected development project that constructed the 1,200 linear foot retaining wall along SE Black Nugget Rd.			

Capital Project Descriptions (cont.)

PROJECT TITLE: Mountainside Dr SW Slide Repair	\$ 40,000
LOCATION: 350 ft NW of 820 Mountainside Dr SW (Forest Rim Booster Pump Station)	
Repair April 2011 slide area to restore roadway shoulder and guardrail. Install small piles and fill side area with lightweight fill or free draining material, install drainage improvements.	
PROJECT TITLE: Traffic Signal Loop Replacements	\$ 20,000
LOCATION: Citywide	
Annual program.	

Street Improvement Fund Ending Fund Balance Comparison



Centralized ITS Traffic Signal System Construction Fund (360)

This fund accounts for the voted-in bond proceeds and expenditures associated with the Intelligent Traffic System (ITS). The project will be implemented in phases.

The project scope includes replacement of outdated signal controllers and improved synchronization of traffic signals, installation of interconnected conduit and fiber optics, video surveillance cameras at critical intersections, related

monitors/equipment, and a central ITS traffic signal computer system.

As part of the 2014 Council goal-setting workshop, one of the items discussed was the installation of flashing yellow left-turn signals at identified intersections. Administration provided first year funding of \$75,000 and has included an additional \$110,000 for 2015.

2015 Work Plan

✖ Install flashing yellow arrow signal modifications at:

- Gilman Boulevard and 4th Avenue NW
- Gilman Boulevard and NW Maple Street
- NW Maple Street and 12th Avenue NW
- NW Maple Street and Transit Center
- Issaquah Fall City Road and Black Nugget Road
- Discovery Drive and 8th Avenue NE
- Potentially Gilman Boulevard and 12th Ave NW
- Potentially Front Street S and 2nd Avenue SE



Prior Year Accomplishments

👍 Installed flashing yellow arrow signals at the following locations:

- Front Street and Sunset Way
- Front Street and Newport Way
- Front Street and Gilman Boulevard
- Newport Way NW and NW Maple Street
- E Lake Sammamish Parkway and Issaquah Fall City Road
- E Lake Sammamish Parkway and Black Nugget Road
- E Lake Sammamish Parkway and SE 51st Street
- NE Park Drive and 10th Ave NE
- Highlands Drive NE and Black Nugget Road
- Issaquah Fall City Road and Issaquah Pine Lake Road/Highlands Drive

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	345,284	343,284	343,984	270,234

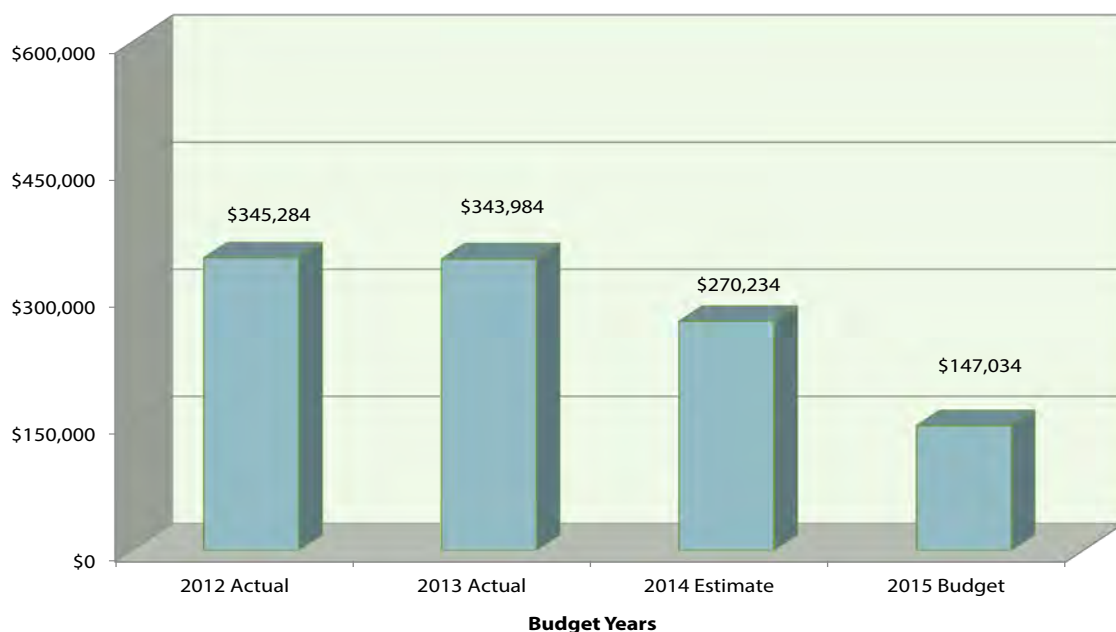
Revenue Sources

Miscellaneous Revenue	700	-	1,250	500
Revenue Total	\$ 700	\$ -	\$ 1,250	\$ 500
Fund Total	\$ 345,984	\$ 343,284	\$ 345,234	\$ 270,734

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ -	\$ -	\$ -	\$ 13,700
Charges & Services	2,000	-	-	-
Capital Outlay	-	75,000	75,000	110,000
Expenditure Total	\$ 2,000	\$ 75,000	\$ 75,000	\$ 123,700
Ending Fund Balance	343,984	268,284	270,234	147,034
Fund Total	\$ 345,984	\$ 343,284	\$ 345,234	\$ 270,734

Centralized ITS System Fund Ending Fund Balance Comparison



Fire Station #72 Construction Fund (387)

This fund accounts for costs associated with the design and construction of Fire Station #72, located

next to the Issaquah Transit Center at 1050 17th Ave NW.

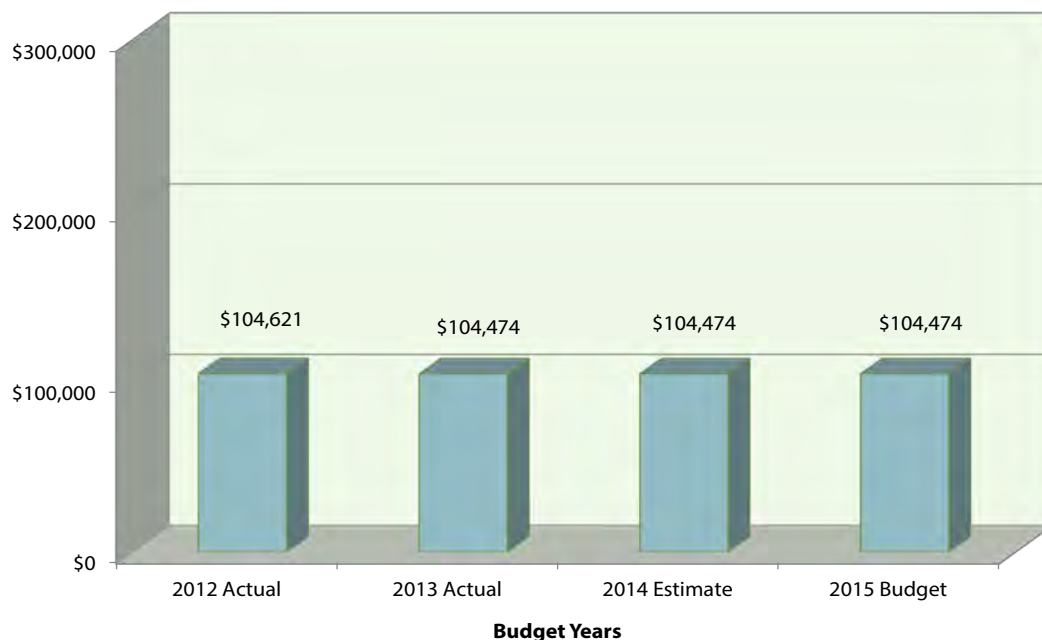
Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 104,621	\$ 104,474	\$ 104,474	\$ 104,474
Fund Total	\$ 104,621	\$ 104,474	\$ 104,474	\$ 104,474

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Supplies & Equipment	\$ 67	\$ -	\$ -	\$ -
Charges & Services	80	-	-	-
Expenditure Total	\$ 147	\$ -	\$ -	\$ -
Ending Fund Balance	104,474	104,474	104,474	104,474
Fund Total	\$ 104,621	\$ 104,474	\$ 104,474	\$ 104,474

Fire Station #72 Construction Fund Ending Fund Balance Comparison



Highlands Park Facilities Fund (390)

This fund was opened in 2002 to account for bond proceeds issued to cover costs associated with constructing park facilities including tot lots, ball fields, tennis courts, picnic areas, basketball courts,

and soccer fields in the Issaquah Highlands. This project is now complete and the fund will be closed during fiscal year 2015 to the Park Improvement Fund (395) to be used for related projects.

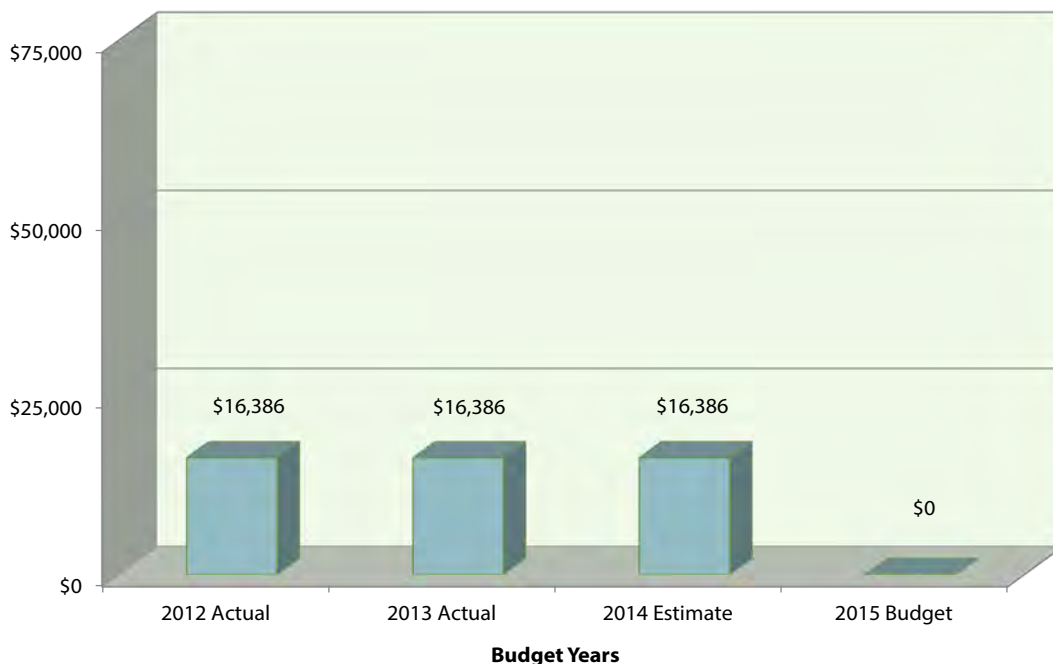
Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 16,386	\$ -	\$ 16,386	\$ 16,387
Fund Total	\$ 16,386	\$ -	\$ 16,386	\$ 16,387

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Operating Transfers	\$ -	\$ -	\$ -	\$ 16,387
Expenditure Total	\$ -	\$ -	\$ -	\$ 16,387
Ending Fund Balance	16,386	-	16,386	-
Fund Total	\$ 16,386	\$ -	\$ 16,386	\$ 16,387

Highlands Park Facilities Fund Ending Fund Balance Comparison



Park Improvement/Acquisition Fund (395)

This fund accounts for revenue related to park improvement or acquisition. Funding includes voter-approved bond proceeds issued to cover costs associated with neighborhood and community parks, as well as hiking, biking and

walking trails. Other projects included capital projects to protect water quality in local creeks and streams and to preserve and protect natural areas, open space and wildlife habitat.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,335,034	\$ 285,034	\$ 376,735	\$ 7,881,195

Revenue Sources

Intergovernmental Revenue	-	83,000	83,000	83,000
Miscellaneous Revenue	7,000	-	2,000	1,000
Other Revenue Sources	100,000	8,000,000	8,479,900	16,387
Revenue Total	\$ 107,000	\$ 8,083,000	\$ 8,564,900	\$ 100,387
Fund Total	\$ 1,442,034	\$ 8,368,034	\$ 8,941,635	\$ 7,981,582

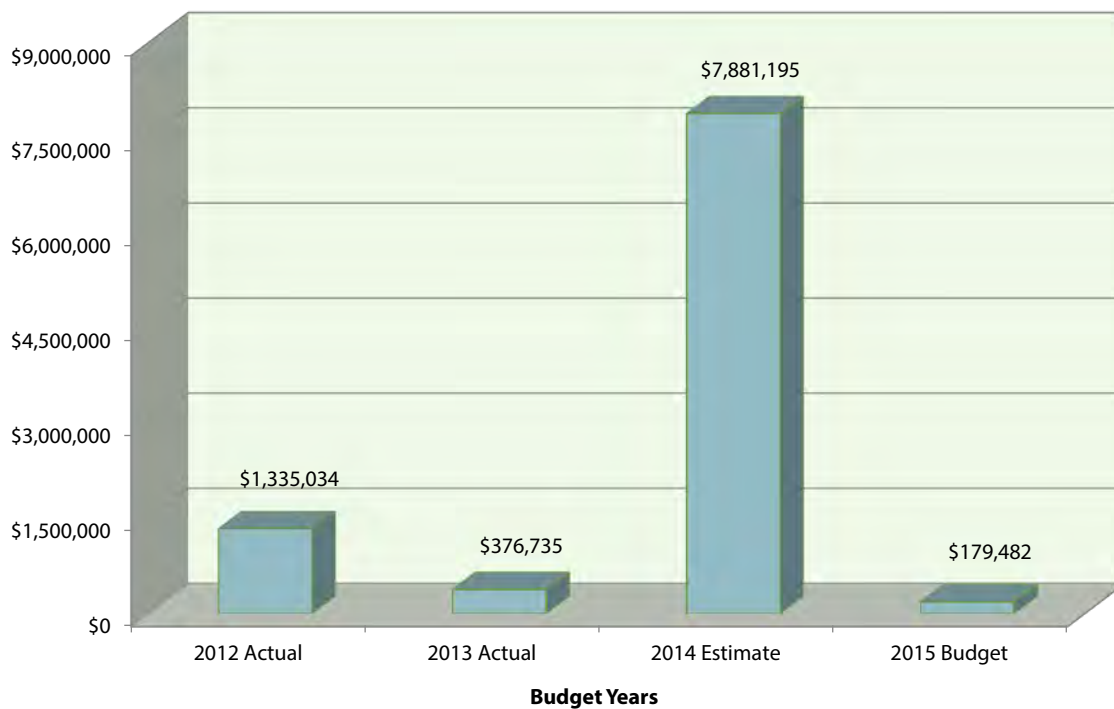
Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ -	\$ 45,250	\$ 30,750	\$ 35,000
Supplies & Equipment	-	-	-	1,300
Charges & Services	-	351,500	26,760	50,000
Capital Outlay	1,065,299	4,228,250	901,770	7,715,800
Debt Service	-	-	101,160	-
Expenditure Total	\$ 1,065,299	\$ 4,625,000	\$ 1,060,440	\$ 7,802,100
Ending Fund Balance	376,735	3,743,034	7,881,195	179,482
Fund Total	\$ 1,442,034	\$ 8,368,034	\$ 8,941,635	\$ 7,981,582

Park Improvements and Acquisitions

Park Improvements and Acquisitions	2015 Budget
Julius Boehm Pool	\$ 4,600,000
Central Park Improvements	1,543,000
Confluence Park	895,000
Open Space	600,000
Trail Improvements	77,800
Total Park Improvements/Acquisitions	\$ 7,715,800

Park Improvement/Acquisition Fund Ending Fund Balance Comparison



Enterprise Funds

Enterprise Funds account for government activities that are financed and operated in a manner similar to private business. Costs of providing services to the community are primarily financed by user fees.

Enterprise Funds Overview

Enterprise Funds are established to account for operations that are normally financed and operated in a manner similar to private business enterprises, or where the intent of the governing body is that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges. Capital Project funds for Enterprise functions are also included in this fund category, as are the Debt Redemption funds for enterprise functions.

The City of Issaquah operates a water utility, a sewer utility, and a stormwater utility as Enterprise functions. The primary departments

responsible for operating the City's utilities are the Public Works Operations Department and the Public Works Engineering Department. These departments also have responsibilities unrelated to the operation of the utilities. The departments and their respective responsibilities are described in the pages that follow. Prior year accomplishments as well as their 2015 work plans are also included.

In addition to the operating funds, a separate fund has been established for capital improvements for each utility. Also included in this section are debt service funds for the water utility and sewer utility LID.



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Public Works Operations

Mission

The mission of Public Works Operations is to provide our customers and the citizens of Issaquah an adequate and reliable supply of high-quality drinking water; water and appurtenances for fire protection services; effective removal of sewage; a street system that is free of known hazards, is signed and marked correctly and effectively, has appurtenances that function as intended and is kept clean, neat and aesthetically pleasing; an effective stormwater management system which minimizes property damage and hazardous driving conditions, is aesthetically pleasing and environmentally sound; a vehicle fleet that is reliable and functions as intended; and an effective emergency response system.

Prior Year Accomplishments (not utility specific)

- 👍 Maintained street system
- 👍 Paved 2,572 feet of streets under the Pavement Management Program.
- 👍 Repaired 110' of sidewalks in South Cove/Greenwood Point area.
- 👍 Upgraded ten traffic signals with flashing yellow arrows.
- 👍 Improved emergency management capabilities.

Summary of Departmental Activities & Responsibilities

- 📋 Provide an adequate, reliable supply of high-quality drinking water.
- 📋 Provide a street system free of known hazards.
- 📋 Keep streets clean, neat and aesthetically pleasing.
- 📋 Provide effective sewage removal.
- 📋 Provide stormwater management that minimizes property damage and hazardous driving conditions, and that is environmentally sound.
- 📋 Provide a vehicle fleet that is reliable and functions as intended.
- 📋 Provide an effective emergency response system.

2015 Work Plan Focus (not utility specific)

- ✂ Maintain safe streets and meet MUTCD (Manual on Uniform Traffic Control Devices) guidance.
- ✂ Administer the Pavement Management program.
- ✂ Install flashing arrows at seven traffic signals.
- ✂ Upgrade signal controllers and install additional battery backups.
- ✂ Replace electronic speed signs.
- ✂ Maintain a reliable fleet and replace worn equipment.
- ✂ Continue to improve emergency management operations.
- ✂ Meet National Incident Management System requirements.
- ✂ Continue CERT (Community Emergency Response Team) and MYN (Map Your Neighborhood) programs.

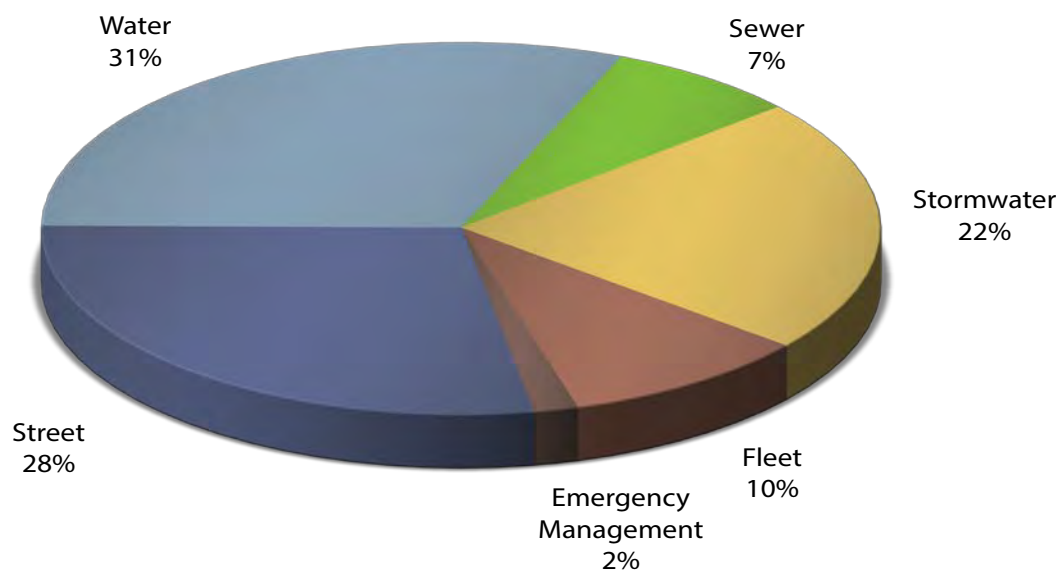
PWO Capital Projects and Equipment Budgeted in 2015

Contributing Fund and Item Description		2015 Budget
Street Fund (101) Projects:		
Emergency Operations Trailer	\$ 18,000	
Street Total		\$ 18,000
City Shop Construction Fund (320)		
Pave SE Storage Area at PWO Shop	\$ 70,400	
LED Retrofit at PWO Facility	65,000	
Shop Construction Fund Total		135,400
Street Improvement Fund (355) Projects:		
Traffic Signal Loop Replacements	\$ 20,000	
Street Total		20,000
Water Capital Projects (403) Fund:		
Upgrade Telemetry System	\$ 90,000	
Lakemont Master Meter	78,000	
Modify Highwood Pressure Reducing Valve (PRV) Station	50,000	
Chlorine Sampling Station	40,000	
Sewer Connection for Risdon Well Facility	20,000	
Holly BPS Generator Connection Study	18,500	
Highwood Cathodic Protection Upgrade	11,500	
Water Total		308,000
Stormwater Capital Projects (423) Fund:		
Issaquah Highlands Stormwater Improvements	\$ 260,000	
Retention Pond Perimeter Fencing	103,500	
Stormwater Total		363,500
Total PWO Capital Projects Elsewhere in Budget		\$ 844,900

Public Works Operations Staffing:

PWO Positions	Street	Water	Sewer	Storm	Fleet	Emerg	Total
Director	0.20	0.25	0.10	0.20	0.10	0.15	1.00
Operations Managers	1.00	1.00	0.50	0.50	-	-	3.00
Utility Maintenance Lead	1.26	1.42	0.30	1.02	-	-	4.00
Utility Maintenance Workers	7.40	8.34	1.74	6.02	-	-	23.50
Signal Technician	0.63	0.71	0.15	0.51	-	-	2.00
Utility Technician	0.63	0.71	0.15	0.51	-	-	2.00
Construction Technician	0.32	0.36	0.07	0.25	-	-	1.00
CADD/Mapping Technician	0.32	0.36	0.07	0.25	-	-	1.00
Administrative Supervisor	0.25	0.25	0.10	0.25	0.15	-	1.00
Administrative Assistant	0.25	0.25	0.10	0.25	0.15	-	1.00
Shop Aide	0.32	0.36	0.07	0.25	-	-	1.00
Fleet Manager	-	-	-	-	1.00	-	1.00
Mechanic	-	-	-	-	3.00	-	3.00
Emergency Mgt Coordinator	-	-	-	-	-	0.625	0.625
Part-time Help	0.20	0.22	0.05	0.15	-	-	0.625
Total PWO Positions	12.78	14.232	3.40	10.16	4.40	0.775	45.75

PWO Staff Allocation



Historical Labor Hours Allocation

Year	Street		Water		Sewer		Storm	
	Hours	%	Hours	%	Hours	%	Hours	%
2013	20,538	29.3%	23,805	34.0%	5,121	7.3%	20,636	29.4%
2012	20,592	28.2%	27,082	37.1%	4,784	6.5%	20,592	28.2%
2011	20,592	29.0%	25,002	35.2%	4,784	6.7%	20,592	29.0%
2010	20,592	29.0%	25,002	35.2%	4,784	6.7%	20,592	29.0%
2009	20,592	29.9%	22,922	33.3%	4,784	6.9%	20,592	29.9%
2008	20,592	28.6%	26,042	36.2%	4,784	6.6%	20,592	28.6%
2007	19,244	33.9%	18,144	31.9%	4,463	7.9%	14,972	26.3%
2006	16,316	32.9%	17,742	35.7%	4,282	8.6%	11,310	22.8%
2005	12,889	31.8%	16,195	40.0%	3,842	9.5%	7,588	18.7%
2004	12,975	34.4%	13,966	37.0%	3,117	8.3%	7,654	20.3%
2003	13,133	35.8%	12,614	34.4%	3,532	9.6%	7,429	20.2%
2002	11,808	33.4%	12,924	36.6%	3,405	9.6%	7,205	20.4%
2001	10,473	31.9%	12,949	39.4%	2,958	9.0%	6,481	19.7%
2000	11,737	34.4%	13,325	39.0%	3,517	10.3%	5,574	16.3%
1999	8,841	30.1%	13,041	44.3%	2,841	9.7%	4,696	16.0%
1998	9,071	31.4%	11,772	40.7%	2,825	9.8%	5,251	18.2%
1997	8,615	31.2%	11,562	41.9%	2,532	9.2%	4,870	17.7%
1996	8,359	32.4%	10,086	39.0%	2,585	10.0%	4,804	18.6%
1995	8,133	32.6%	10,212	41.0%	2,571	10.3%	3,999	16.1%
1994	7,363	32.0%	10,189	44.2%	2,088	9.1%	3,396	14.7%












Public Works Engineering Department

Mission







Public Works Engineering is a creative and strategic team that can be trusted to provide the most modern standards of engineering, geographic information system (GIS), transportation and utility infrastructure, and environmental services for the Issaquah community to protect and enhance the quality of life and ensure its health, safety, and welfare while being excellent stewards of public resources.

Summary of Departmental Activities & Responsibilities

The Public Works Engineering Department (PWE) is responsible for managing the City's:

-  Geographic Information System.
-  Water, Sanitary Sewer and Stormwater Utilities.
-  Street Improvement Fund.
-  Intelligent Transportation System.
-  Street Improvement, Water, Sewer and Stormwater Utility Capital Projects.
-  Assuring compliance with State and federally-imposed stormwater and floodplain regulations.
-  Supporting economic vitality.
-  Assuring compliance with Title VI (non-discrimination) for projects with federal funding.
-  Implementing water quality and habitat improvements in coordination with regional stakeholders through various restoration and regulatory programs.

2015 Work Plan Focus (not utility specific)

-  Respond to citizen requests related to traffic, water, sewer and stormwater concerns.
-  Sustainability, economic vitality, and the urban-scape are of major consideration to PWE as it moves forward with design and construction of infrastructure by providing resource protection, versatile streets with multiple modes of mobility and the rehabilitation and/or replacement of Issaquah's utility infrastructure.
-  Pursue grants and other funding opportunities for projects and programs where appropriate.
-  Continue to support Development Services Department (DSD) in permitting as needed, including but not limited to system analyses and review of technical documents submitted as part of applications.
-  Upgrade GIS viewer software to improve user experience.
-  Support the Finance Department in the implementation of the new MUNIS Enterprise Resource Planning System (ERP).

Prior Year Accomplishments (not utility specific)

- 👍 Partnered with EDD and DSD to complete the negotiations and process the Costco Development Agreement through Development Commission and City Council.
- 👍 Supported DSD in permit review and system analyses.
- 👍 Provided staff support across all departments for large and small GIS-related needs, including, but not limited to, bike/pedestrian project, Klahanie PAA, utility billing related data, parks/open space, and Mayor's sustainability indicator updates.
- 👍 Continued to update and enhance GIS data and applications.

Staffing Levels

Position Title	# of FTE	
	2014	2015
Director	1.00	1.00
Engineering Manager	3.00	3.00
Engineer II	1.00	1.00
Engineer, Traffic Signal Ops	1.00	1.00
Engineer Tech, Sr	1.00	1.00
Environmental Science Assoc	1.00	1.00
Environmental Science Assist	0.60	0.75
Project Coordinator	1.00	1.00
Construction Inspector, Sr.	1.00	1.00
GIS Coordinator	1.00	1.00
Project Acct Technician	0.50	0.50
Total FTE	12.10	12.25

Performance Measures

Activity	2014 Performance Measures	
Grants		
Applied For:	5	Will hear results for 3 of the 5 applications in Nov/Dec 2014
Dollars Received:	\$2,956,161	Notifications of grant awards as of Aug 1.
Annual Capital Programs (Design & Construction)		
	Quantity	w/in Budget
Water Main Replacement	2,100 LF	Yes
Sewer Main Rehabilitation	10,000 LF	Yes
Storm Drain Rehabilitation	1,300 LF	Yes
Complete Streets: NW Dogwood	1	Yes
NPDES Parks Maintenance Facility	1	Yes
Manhole Rehabilitation	50	Yes
Flashing Yellow Arrows	10	Yes
Report A Concern	> 200	Previous 8-year average - 95/year

Continued on next page...

Performance Measures (Cont.)

Capital Design (Multi-Year Projects)	# of Projects	Description
Confluence Park Stream Restoration	1	Permitting through USACE
Rainier Boulevard North	1	Completed design/permitting & construction
NW Dogwood Bridge	1	Completed Design
North Issaquah Roadway Network: Completed 90% design, SEPA, NEPA and began right-of-way acquisitions for E Lake Sammamish Parkway	1	90% Design
Water Transmission Main/Pump Station - SPAR	1	30% Design
Mt. Park Pump Station Replacement	1	Completed design/permitting & began construction
Mt. Hood Pump Station	1	90% Design
LRIG Abandonment	1	Design/abandon LRIG, Performed study to determine what mitigations are needed as result of abandonment



New fish passage built in partnership with Washington State Department of Fish & Wildlife

Water Fund (401)

The City of Issaquah's water utility provides its ratepayers with dependable, clean, and safe potable water; maintains proper water pressure, and insures positive fire protection through properly sized distribution and storage facilities.

2015 Work Plan

Engineering:

- ✂ Continue providing support to Cascade Water Alliance.
- ✂ Continue utility rehabilitation work to study, design and construct water system improvements to ensure long-term viability of the utility infrastructure.
- ✂ Closeout the construction contract for the replacement of the Mountain Park Potable Water Pump Station.
- ✂ Design replacement for the Forest Rim Pump Station.
- ✂ Construct the replacement of the Mt. Hood Pump Station.
- ✂ Complete the design of a new pump station and water main to provide a redundant supply line/source up to Issaquah Highlands and Swedish Hospital.
- ✂ Complete the rate study.
- ✂ Complete negotiations to assume the South Cove/Greenwood Point area from Bellevue and submit the application for assumption to the Boundary Review Board.

Operations:

- ✂ Deliver safe drinking water while meeting Safe Drinking Water Act (SDWA) requirements.
- ✂ Install additional chlorine sampling stations.
- ✂ Upgrade HQ telemetry system.

Finance:

- ✂ Integrate the new water and sewer utility accounts from the South Cove/Greenwood Point assumption from Bellevue into the existing Eden billing system.
- ✂ Implement a credit/debit card payment system.

These responsibilities are met through established programs for preventive maintenance, emergency repairs, meter installations and reading, and long range planning. Costs are met through fees paid by the customers connected to the water system.

Prior Year Accomplishments

Engineering:

- 👍 Water System Plan Update approved by the State Department of Health.
- 👍 Constructed the replacement of the Mt. Park Booster Pump Station.
- 👍 Completed upgrades to the Grand Ridge Drive Water Utility and filed a Notice of Intent with the Boundary Review Board to assume the utility.
- 👍 Entered into an agreement and began negotiations with Bellevue for cooperative assumption of the utility in South Cove/Greenwood Point, including transition logistics related to the assumption.
- 👍 Replaced aging water main along NW Dogwood, Rainier Boulevard and replaced/reconfigured water utility infrastructure around NW Gilman Boulevard between SR 900 and 12th to improve reliability and fire flow capacity.
- 👍 Began design of a new water transmission main and pump station planned to go up the South Plateau Access road (SPAR) from 1st Avenue NE.
- 👍 Designed a replacement pump station for the aging Mt. Hood Pump Station.

Operations:

- 👍 Maintained water system
- 👍 Upgraded remote telemetry systems.
- 👍 Re-roofed Risdon Wells.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,913,404	\$ 1,911,163	\$ 2,858,374	\$ 4,056,724

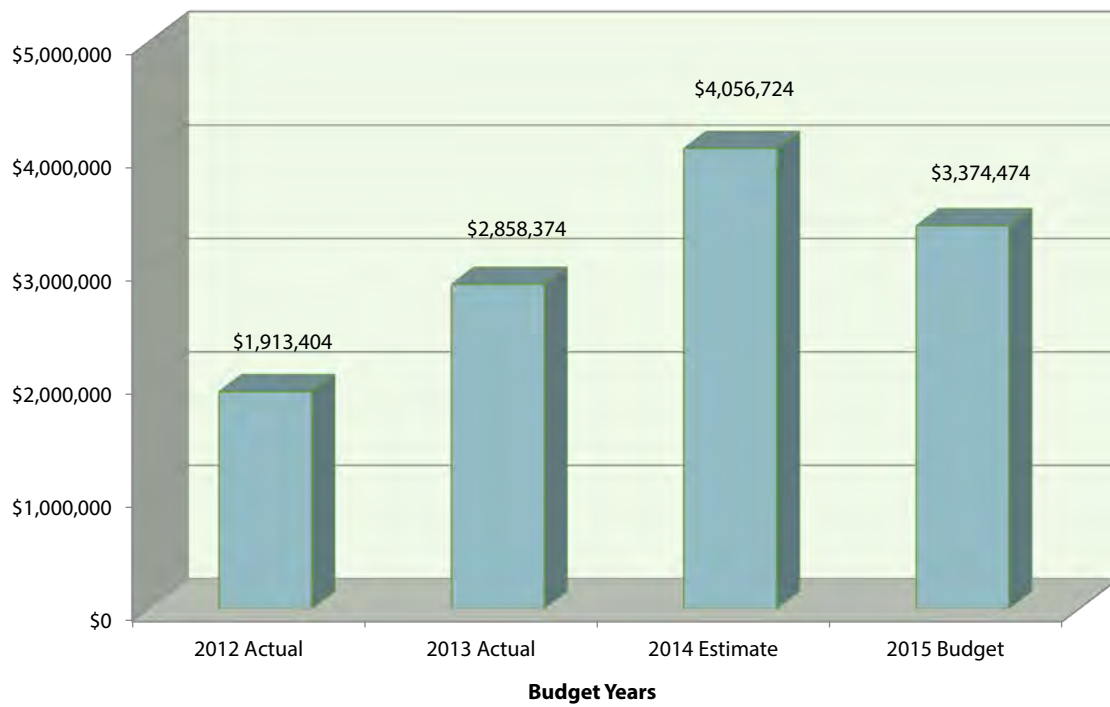
Revenue Sources

Licenses & Permits	1,960	1,500	1,100	1,500
Charges for Services	6,489,234	6,031,000	6,555,760	6,237,000
Miscellaneous Revenue	<u>711,025</u>	<u>76,000</u>	<u>523,350</u>	<u>523,950</u>
Revenue Total	\$ 7,202,220	\$ 6,108,500	\$ 7,080,210	\$ 6,762,450
Fund Total	\$ 9,115,624	\$ 8,019,663	\$ 9,938,584	\$ 10,819,174

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 1,795,800	\$ 1,902,540	\$ 1,783,370	\$ 1,939,800
Supplies & Equipment	1,099,128	1,323,775	1,216,470	1,416,800
Charges & Services	1,602,999	1,827,211	1,183,820	1,853,100
Intergovernmental Charges	206,003	116,000	116,000	135,000
Operating Transfers-Out	<u>1,553,320</u>	<u>1,582,200</u>	<u>1,582,200</u>	<u>2,100,000</u>
Expenditure Total	\$ 6,257,250	\$ 6,751,726	\$ 5,881,860	\$ 7,444,700
Ending Fund Balance	<u>2,858,374</u>	<u>1,267,937</u>	<u>4,056,724</u>	<u>3,374,474</u>
Fund Total	\$ 9,115,624	\$ 8,019,663	\$ 9,938,584	\$ 10,819,174

Water Fund Ending Fund Balance Comparison



Water Revenue Bond Fund (402)

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,058,887	\$ 834,412	\$ 750,538	\$ 662,888

Revenue Sources

Miscellaneous Income	-	1,000	1,000	-
Other Revenue Sources	600,000	550,000	550,000	600,000
Revenue Total	\$ 600,000	\$ 551,000	\$ 551,000	\$ 600,000
Fund Total	\$ 1,658,887	\$ 1,385,412	\$ 1,301,538	\$ 1,262,888

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Debt Service - Principal	\$ 730,000	\$ 480,000	\$ 480,000	\$ 495,000
Debt Service - Interest	178,349	158,850	158,650	144,500
Expenditure Total	\$ 908,349	\$ 638,850	\$ 638,650	\$ 639,500
Ending Fund Balance	750,538	746,562	662,888	623,388
Fund Total	\$ 1,658,887	\$ 1,385,412	\$ 1,301,538	\$ 1,262,888

Water Revenue Bond Summary

Name	Issue Date	Issue Amount	Average Coupon Interest	Date of Final Maturity	12/31/2014 Outstanding Bond Balance
2011 Water Revenue Bond	8/1/2011	\$5,350,000	3.18%	12/1/2021	\$ 3,850,000

Water Capital Projects Fund (403)

This fund was created in 1981 to provide for the addition of new capital assets, improvements and equipment to the water system. In addition to the proceeds from the capital connection charge

imposed on property owners newly connecting to the City's water system, revenues are transferred from the Water Fund as provided by the budget ordinance.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 3,834,933	\$ 4,524,988	\$ 4,428,271	\$ 4,438,671
Revenue Sources				
Miscellaneous Revenue	9,013	5,000	5,800	7,000
Other Revenue Sources	2,797,791	1,300,000	3,461,000	3,200,000
Revenue Total	\$ 2,806,804	\$ 1,305,000	\$ 3,466,800	\$ 3,207,000
Fund Total	\$ 6,641,737	\$ 5,829,988	\$ 7,895,071	\$ 7,645,671

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ -	\$ 109,680	\$ 109,750	\$ 189,900
Supplies & Equipment	33	-	-	-
Charges & Services	1,507,725	1,480	1,411,750	1,627,000
Intergovernmental	-	12,000	-	-
Capital Outlay	705,708	2,599,500	1,934,900	2,628,000
Expenditure Total	\$ 2,213,466	\$ 2,722,660	\$ 3,456,400	\$ 4,444,900
Ending Fund Balance	4,428,271	3,107,328	4,438,671	3,200,771
Fund Total	\$ 6,641,737	\$ 5,829,988	\$ 7,895,071	\$ 7,645,671

Water Capital Projects List:

Capital Project Description	2015 Budget
Replace Mt. Hood Pump Station	\$ 1,300,000
Annual Water Main Rehabilitation Program	600,000
South SPAR Booster Pump Station (BPS)	240,000
Upgrade Reservoir Overflow Discharges	100,000
Upgrade Telemetry System	90,000
Wildwood Reservoir	80,000
Lakemont Master Meter	78,000
Modify Highwood PRV Station	50,000
Chlorine Sampling Station	40,000
Sewer Connection for Risdon Well Facility	20,000
Holly BPS Generator Connection Study	18,500
Highwood Cathodic Protection Upgrade	11,500
Total Water Capital Projects	\$ 2,628,000

Capital Project Descriptions

PROJECT TITLE: Replace Mount Hood Pump Station	\$ 1,300,000
LOCATION: Squak Mountain, West end of Mount Hood Drive	
Replace Mount Hood pump station with a new, modern, efficient pump station near the same location. Coordinate replacement with the 480 Zone reservoir replacement.	
PROJECT TITLE: Water Main Replacement Program	\$ 600,000
LOCATION: Citywide	
This project replaces approximately 2000 lineal feet of water main each year as identified in the City's Water System Update. Loop dead-end water mains through the water distribution system where feasible and replace pressure reducing valves. The main replacements are coordinated with the City's Pavement Overlay Program, and with priorities in the Water System Update.	

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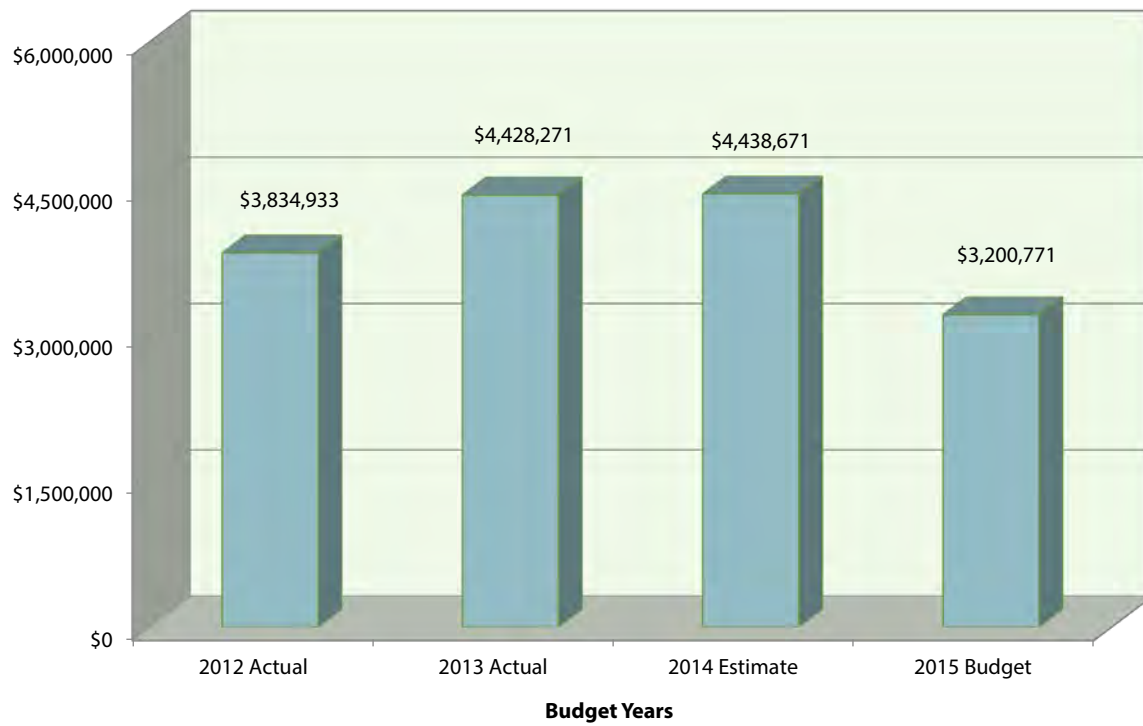
Capital Project Descriptions (continued)

PROJECT TITLE: SPAR Booster Pump Station and Main	\$ 240,000
LOCATION: 600 Block Highlands Drive NE	
Construct a 3-1000 gpm booster pump station, 4,300 LF 12" main, and 1,500 LF 8" main to discharge into the 742 pressure zone. Construct a 2.5 million gallon reservoir. Pump station and future reservoir is on bench east of Highlands Dr NE, below Swedish Hospital. The water main extends from near the City's maintenance facility on 1st Ave NE to NE Discovery Dr. This component is for design with construction anticipated to occur in 2015.	
PROJECT TITLE: Upgrade Reservoir Overflow Discharge System	\$ 100,000
LOCATION: Citywide	
Upgrade reservoir overflow and drainage system with de-chlorination and flow control features.	
PROJECT TITLE: Upgrade Telemetry System	\$ 90,000
LOCATION: Public Works Operations	
Upgrade water, sewer and stormwater control SCADA telemetry system to current software and equipment.	
PROJECT TITLE: Refurbish Wildwood Reservoir	\$ 80,000
LOCATION: 740 Highwood Drive SW	
Repair weather damaged concrete, seal roof floor and walls, re-roof, modernize hatches, ladders, and electronics. Add new exterior water level gauge, overflow with air gap, and dechlorination system. Inspect interior and seal and repair as needed.	
PROJECT TITLE: Install Lakemont Master Meter	\$ 78,000
LOCATION: SE Newport Way and Lakemont Boulevard SE	
Install a master meter on the water main feeding the Lakemont Triangle: install meter, vault, conduit and integrate with telemetry system.	
PROJECT TITLE: Modify Pressure Reducing Valve (PRV) Station	\$ 50,000
LOCATION: Highwood Station	
Replace existing pressure reducing valve (PRV) stations (PRV8, Highwood; PRV1, Minehill; PRV3, Wildwood) to improve system operations, service, and reliability. Highwood Station in 2015; Minehill Station in 2016; and Wildwood Station in 2017.	

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Capital Project Descriptions (continued)

PROJECT TITLE:	Install Chlorine Sampling Stations for Montreux & Lakemont	\$	40,000
LOCATION:	Montreux Tract 'D,' behind Oberland Place NW, on SE 60th Street; and Intersection of Lakemont Boulevard SE & SE Newport Way		
Install residual chlorine sampling meter at the drinking water intertie for Montreux and Lakemont water distribution areas. Install permanent power and telephone service to sampling meter. Enclose meter in weatherproof cabinet. Include telemetry controls and equipment from sampling meter to headquarters (PWO Shop).			
PROJECT TITLE:	Sewer Connection for Risdon Well Facility	\$	20,000
LOCATION:	240 NE Gilman Boulevard		
Connect floor drains and sampling water discharge to sanitary sewer.			
PROJECT TITLE:	Holly Booster Pump Stations Generator Connection	\$	18,500
LOCATION:	670, 672 & 674 1st Avenue NE, PWO Maintenance Facility and Holly I & II Booster Pump Stations		
Design and install an automatic backup power supply for Holly I & II booster pump stations, utilizing the existing backup power supply already functioning at the PWO maintenance facility. The design is to be completed in 2015 and construction to be completed in 2016.			
PROJECT TITLE:	Highwood Cathodic Protection Upgrade	\$	11,500
LOCATION:	960 Idylwood Drive SW, Highwood Reservoirs A & B		
Upgrade specific components for cathodic protection system on both reservoirs. Use existing annodes and controls. Bond each annode directly to exterior roof at each annode location. Install new weather proof boxes at each annode location. Remove existing conduit and wire that connects annode connection points on reservoir roof. Install new, larger-diameter grounding wire from existing controls to existing grounding rod.			

Water Capital Projects Fund Ending Fund Balance Comparison

Sewer Fund (411)

The function of the Issaquah Sewer Utility is to collect the wastewater generated by its users, and deliver it to King County Metro's collection/treatment system. Protecting the quality of Issaquah's area surface and groundwater is a major responsibility.

These responsibilities are met through established programs for sewer line cleaning, manhole and line flushing, rodent control, emergency repairs, preventive maintenance and long range planning. Costs are met through fees paid by the customers connected to the sewer system.

2015 Work Plan

Engineering

- ✖ Complete the Sanitary Sewer System Plan Update and submit it to Washington State Department of Ecology (DOE) for review and approval.
- ✖ Continue providing support to METRO through participation in the METRO Wastewater Pollution Abatement Advisory Committee (MWPAAC).
- ✖ Continue utility rehabilitation work to study, design and construct sewer system improvements to ensure long-term viability of the utility infrastructure.
- ✖ Complete additional design alternatives and 90% design for the sewer main to replace the Holiday Inn Sanitary Sewer Pump Station with a goal to also provide necessary infrastructure to support growth in the Pickering sub-basin that is forecasted under the Central Issaquah Plan.
- ✖ Negotiate terms to assume the South Cove/Greenwood Point area from Bellevue and submit the application for assumption to the Boundary Review Board.
- ✖ Complete the rate study.

Operations:

- ✖ Maintain sewage collection system.

Finance:

- ✖ Integrate the new water and sewer utility accounts from the South Cove/Greenwood Point assumption from Bellevue into the existing Eden billing system.



Prior Year Accomplishments

Engineering

- 👍 Evaluated multiple alternate designs and design route(s) of the sewer to replace the Holiday Inn Pump Station.
- 👍 Entered into an agreement and began negotiations with Bellevue for cooperative assumption of the utility in South Cove/Greenwood Point, including transition logistics related to the assumption.
- 👍 Completed re-lining of sewer mains and rehabilitation of the sanitary sewer manholes.
- 👍 Revised the Fats, Oils and Grease (FOG) code to address issues with implementation.

Operations

- 👍 Maintained sewage collection system.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,574,306	\$ 1,265,727	\$ 1,649,073	\$ 1,818,613

Revenue Sources

Licenses & Permits	130	-	100	-
Charges for Services	7,392,689	7,631,000	7,326,300	7,701,500
Miscellaneous Revenue	7,003	3,000	7,150	6,000
Other Revenue Sources	6,132	-	-	-
Revenue Total	\$ 7,405,955	\$ 7,634,000	\$ 7,333,550	\$ 7,707,500
Fund Total	\$ 8,980,261	\$ 8,899,727	\$ 8,982,623	\$ 9,526,113

Expenditure Comparison

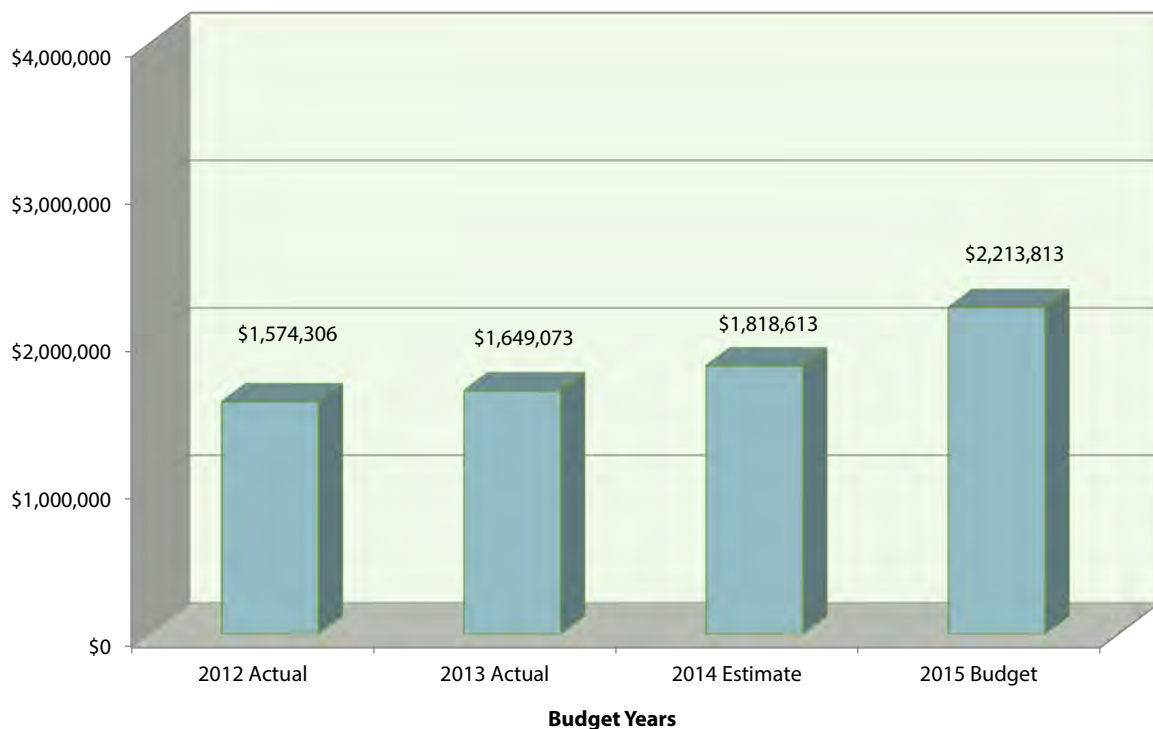
Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 583,116	\$ 693,770	\$ 658,250	\$ 639,000
Supplies & Equipment	29,383	50,680	37,740	71,350
Charges & Services	593,661	725,940	612,420	876,950
Intergovernmental Charges	5,202,524	5,610,000	5,400,000	5,600,000
Operating Transfers-Out	922,504	455,600	455,600	125,000
Expenditure Total	\$ 7,331,188	\$ 7,535,990	\$ 7,164,010	\$ 7,312,300
Ending Fund Balance	1,649,073	1,363,737	1,818,613	2,213,813
Fund Total	\$ 8,980,261	\$ 8,899,727	\$ 8,982,623	\$ 9,526,113

King County Sewer Charges

This is the amount charged by King County to the City for sewer treatment services. The recent histories of these monthly charges are as follows:

Year	Charge	Year	Charge	Year	Charge	Year	Charge
1980	\$3.90	1986	\$8.50	1994	\$15.90	2005-2006	\$25.60
1981	\$4.50	1987	\$9.70	1995	\$17.95	2007-2008	\$27.95
1982	\$4.95	1988	\$9.90	1996-1999	\$19.10	2009-2010	\$31.90
1983	\$5.58	1989	\$10.45	2000	\$19.50	2011-2012	\$36.10
1984	\$7.00	1991	\$13.20	2001	\$19.75	2013-2014	\$39.79
1985	\$7.80	1992-1993	\$13.62	2002-2004	\$23.40	2015-2016 ¹	\$42.03

Sewer Fund Ending Fund Balance Comparison



¹ The proposed rate for 2015 - 2016 at the time of publication of the proposed budget. A final King County METRO Sewer rate will be published in the final budget document.

Sewer Capital Projects Fund (413)

This fund was created in 1982 to provide for the addition of new capital assets, improvements and equipment to the sewer system. In addition to the proceeds from the special connection charge

imposed on property owners newly connecting to the City's sewer system, revenues are transferred from the Sewer Fund as provided by the budget ordinance.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 2,901,837	\$ 837,290	\$ 3,250,039	\$ 3,296,149

Revenue Sources

Miscellaneous Revenue	93,194	93,200	40,000	50,000
Other Revenue Sources	<u>858,904</u>	<u>450,000</u>	<u>675,000</u>	<u>135,000</u>
Revenue Total	\$ 952,098	\$ 543,200	\$ 715,000	\$ 185,000
Fund Total	\$ 3,853,935	\$ 1,380,490	\$ 3,965,039	\$ 3,481,149

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ -	\$ 39,650	\$ 39,950	\$ 21,800
Supplies & Equipment	-	14,980	14,800	9,000
Charges & Services	227,885	137,420	152,640	80,825
Capital Outlay	<u>376,011</u>	<u>464,000</u>	<u>461,500</u>	<u>100,000</u>
Expenditure Total	\$ 603,896	\$ 656,050	\$ 668,890	\$ 211,625
Ending Fund Balance	<u>3,250,039</u>	<u>724,440</u>	<u>3,296,149</u>	<u>3,269,524</u>
Fund Total	\$ 3,853,935	\$ 1,380,490	\$ 3,965,039	\$ 3,481,149

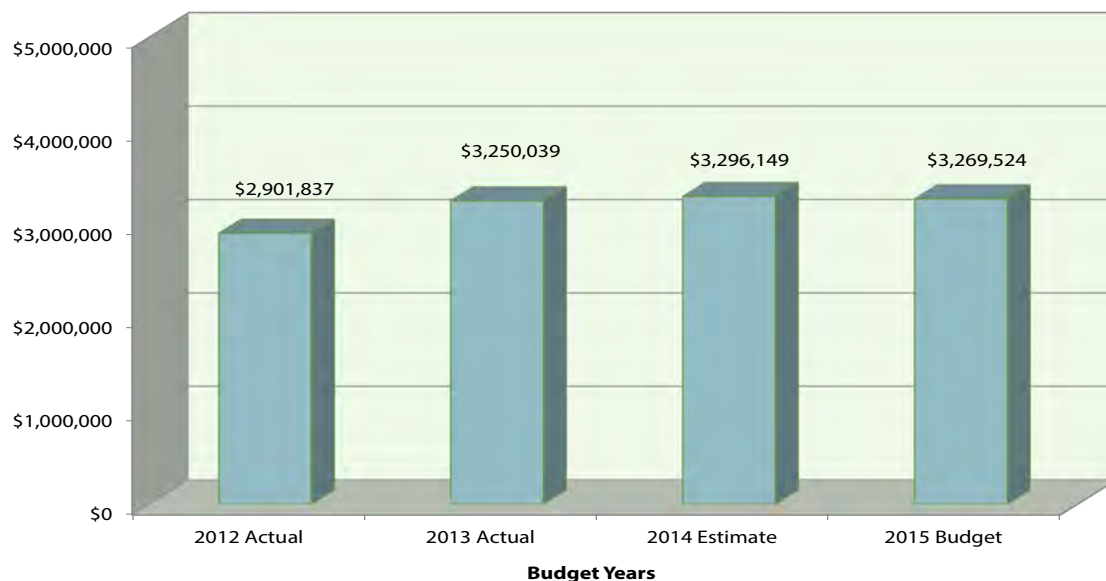
Sewer Capital Projects List:

Capital Project Description	2015 Budget
Annual Manhole Rehabilitation Program	\$ 100,000
Holiday Inn Lift Station (Professional Services)	80,000
Total Sewer Capital Projects	\$ 180,000

Capital Project Descriptions

PROJECT TITLE: Annual Manhole Rehabilitation Program	\$ 100,000
LOCATION: Citywide	
Identify, and repair, restore, and renew leaking manholes. This includes lining, raising, inflow restrictor, or replacement.	
PROJECT TITLE: Holiday Inn Lift Station	\$ 80,000
LOCATION: 100 Feet East From Intersection of 12th Avenue NW and NW Sammamish Road	
Replace the current lift station located partially within 12th Ave NW roadway and sidewalk with a gravity line to the Pickering Lift Station. Alternative to a gravity line would be to replace the existing pump station with a new pump station. The 2015 component is to complete design plans and specifications, start permitting with construction estimated to occur in 2016.	

Sewer Capital Projects Fund Ending Fund Balance Comparison



ULID Debt Service Fund (414)

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -

Revenue Sources

Miscellaneous Income	325	-	-	-
Special Assessments	5,807	-	-	-
Revenue Total	\$ 6,132	\$ -	\$ -	\$ -
Fund Total	\$ 6,132	\$ -	\$ -	\$ -

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Operating Transfers-Out	\$ 6,132	\$ -	\$ -	\$ -
Expenditure Total	\$ 6,132	\$ -	\$ -	\$ -
Ending Fund Balance	-	-	-	-
Fund Total	\$ 6,132	\$ -	\$ -	\$ -

¹ 2013 was the 10th and final payment on the ULID #22 special assessments charged to the NW Goode Place property owners.

Stormwater Fund (421)

The stormwater fund directs resources toward the identification and resolution of the City's stormwater problems. Activities include maintenance, upkeep and repair of existing

facilities, flood control, basin planning, wetlands/stream corridor preservation and enhancement and urban runoff water quality.

2015 Work Plan

Engineering

- ✂ Continue utility rehabilitation work to study, design and construct stormwater system improvements to ensure long-term viability of the utility infrastructure.
- ✂ Construct the stream restoration project along the East For adjacent to Confluence Park following the U.S. Army Corps of Engineers (USACE) permitting.
- ✂ Design and construct stormwater capacity and operational improvements in Issaquah Highlands.
- ✂ Continue implementation of the Department of Ecology NPDES Phase 2 municipal stormwater permit including inter-departmental coordination and assistance with capital improvement projects and private development permitting.
- ✂ Protect local water resources by ensuring design and implementation of habitat restoration projects.

- ✂ Begin design and construction of mitigations required as a result of abandonment of the Lower Reid Infiltration Gallery (LRIG).
- ✂ Manage and enhance environmental and regulatory protection programs including pollution source control, critical aquifer recharge area, fats/oil and grease and aquatic resource monitoring.
- ✂ Manage the FEMA Community Rating System for floodplain management, including maintaining a Class 5 rating, and implementing flood hazard mitigation projects as assisted by King County Flood District and FEMA grants.

Operations:

- ✂ Maintain stormwater collection system.
- ✂ Meet NPDES requirements.
- ✂ Perform Illicit Discharge Detection and Elimination (IDDE) inspections.

Prior Year Accomplishments

Engineering:

- 👍 Abandoned the LRIG and performed analyses to determine what projects are needed to mitigate the abandonment of the LRIG.
- 👍 Completed work on the rehabilitation of identified stormwater infrastructure.
- 👍 Completed NPDES retrofit work at the Parks Maintenance facility.
- 👍 Performed illicit discharge inspections and worked with owners to correct numerous violations that were affecting water quality.

- 👍 Worked with USACE to permit the Confluence Park stream restoration project.

Operations:

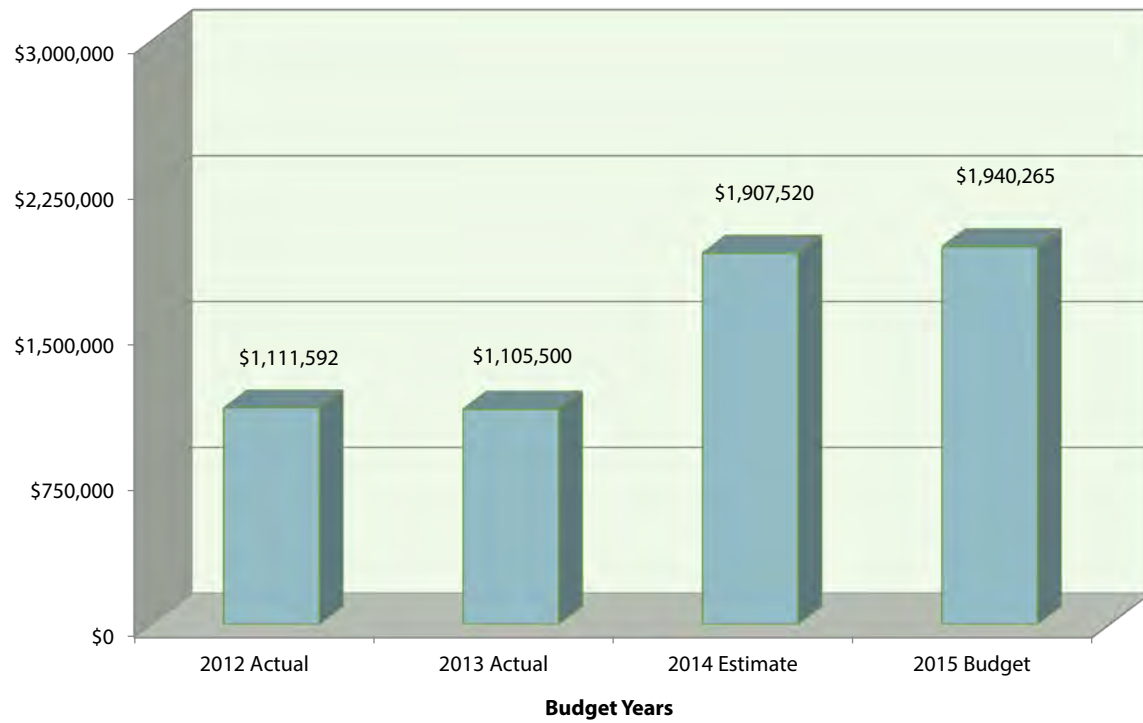
- 👍 Maintained stormwater system.
- 👍 Met NPDES requirements.
- 👍 Inspected over 1,700 catch basins for illicit discharges.
- 👍 Installed stormwater pond fencing at selected locations.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,111,592	\$ 1,267,527	\$ 1,105,500	\$ 1,907,520
Revenue Sources				
Licenses & Permits	150	-	1,000	-
Intergovernmental Revenue	53,078	-	90,900	-
Charges for Services	4,261,272	4,465,000	4,323,570	4,455,000
Miscellaneous Revenue	7,033	5,500	6,000	6,000
Other Revenue Sources	<u>2,532</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenue Total	\$ 4,324,066	\$ 4,470,500	\$ 4,421,470	\$ 4,461,000
Fund Total	\$ 5,435,658	\$ 5,738,027	\$ 5,526,970	\$ 6,368,520

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 1,867,527	\$ 1,674,260	\$ 1,585,370	\$ 1,918,500
Supplies & Equipment	67,942	106,500	90,450	139,750
Charges & Services	1,193,868	1,218,290	1,102,430	1,111,905
Intergovernmental Charges	19,825	-	-	10,000
Debt Service	330,000	330,000	318,000	315,000
Operating Transfers-Out	<u>850,996</u>	<u>523,200</u>	<u>523,200</u>	<u>933,100</u>
Expenditure Total	\$ 4,330,159	\$ 3,852,250	\$ 3,619,450	\$ 4,428,255
Ending Fund Balance	<u>1,105,500</u>	<u>1,885,777</u>	<u>1,907,520</u>	<u>1,940,265</u>
Fund Total	\$ 5,435,658	\$ 5,738,027	\$ 5,526,970	\$ 6,368,520

Stormwater Fund Ending Fund Balance Comparison

Stormwater Capital Projects Fund (423)

This fund was created in 1988 to provide for capital purchases/improvements for the City stormwater system. Proceeds to this fund are derived from a

transfer from the Stormwater Fund and the \$0.04 per square foot of impervious surface charges against new development.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 1,679,425	\$ 1,117,012	\$ 1,038,786	\$ 667,276

Revenue Sources

Intergovernmental Revenue	396,056	1,542,740	321,500	2,141,400
Miscellaneous Revenue	(3,385)	-	6,250	180,000
Other Revenue Sources	742,140	660,000	635,800	1,068,100
Revenue Total	\$ 1,134,811	\$ 2,202,740	\$ 963,550	\$ 3,389,500
Fund Total	\$ 2,814,236	\$ 3,319,752	\$ 2,002,336	\$ 4,056,776

Grants/Contributions

Stormwater Fund Grants/Contributions Detail	2015 Budget
King County Conservation District - Confluence Park/Lewis Creek	\$ 975,400
LRIG	750,000
Capital Contributions - Developers	276,000
King County Conservation District - WRIA for Lewis Creek	250,000
King County Conservation District - Juniper Street	130,000
Total Stormwater Grants and Contributions	\$ 2,381,400

Public Works Trust Fund Loan

Name	Issue Date	Issue Amount	Average Coupon Interest	Date of Final Maturity	12/31/2014 Outstanding Bond Balance
Public Works Trust Fund Loan (Newport Way Bridge)	1999	\$1,143,103	1.00%	7/1/2019	\$245,165

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ -	\$ 125,490	\$ 125,650	\$ 108,100
Supplies & Equipment	3,850	-	-	-
Charges & Services	253,091	351,580	446,800	475,640
Capital Outlay	1,453,540	2,694,070	698,240	3,178,900
Debt Service	64,969	64,900	64,370	64,900
Expenditure Total	\$ 1,775,450	\$ 3,236,040	\$ 1,335,060	\$ 3,827,540
Ending Fund Balance	1,038,786	83,712	667,276	229,236
Fund Total	\$ 2,814,236	\$ 3,319,752	\$ 2,002,336	\$ 4,056,776

Stormwater Capital Projects List:

Capital Project Description	2015 Budget
Confluence Park Stream Habitat Restoration	\$ 1,312,400
LRIG Decommissioning	750,000
E. Lake Sammamish Parkway Drainage Improvements	365,000
Annual Stream Habitat Preservation and Restoration (Charges for Services)	340,000
Annual Storm Drain Rehabilitation	300,000
Issaquah Highlands Stormwater Improvements	260,000
Juniper Street Park Stream Habitat Restoration (Charges for Services)	130,000
W4 Pond Perimeter Fencing	103,500
Anti-aircraft Creek Culvert Replacement	88,000
Total Stormwater Capital Projects	\$ 3,648,900

Capital Project Descriptions

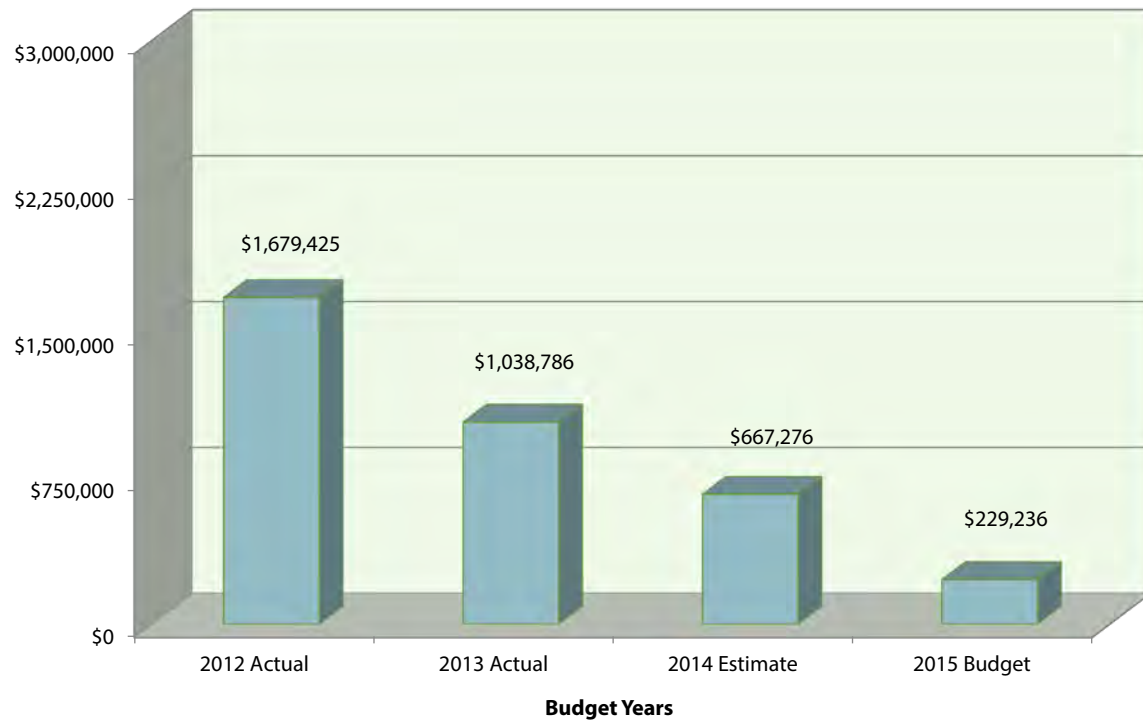
PROJECT TITLE: Restore Confluence Park Stream Habitat	\$ 1,312,400
LOCATION: Issaquah Creek at Confluence Park	
Stream restoration project on Issaquah Creek and E Fork Issaquah Creek at Confluence Park, as described in Confluence Parks Master Site Plan, including in-stream habitat logs, removal of streambank rock and fill, and riparian vegetation restoration.	
PROJECT TITLE: LRIG Decommissioning	\$ 750,000
LOCATION: Issaquah Highlands and North Fork Drainage Basin	
Decommissions the Lower Reid Infiltration Gallery (LRIG) in compliance with the Interlocal Agreement with Sammamish Plateau Water and Sewer District (SPWSD) and mitigates additional surface water flow in the North Fork as a result of the decommissioning.	
PROJECT TITLE: E Lake Sammamish Parkway Drainage Improvements	\$ 365,000
LOCATION: Corner of E Lake Sammamish Parkway and SE 56th Street	
Improve drainage along E Lake Sammamish Pkwy between SE 56th St and north of SE 51st St to eliminate standing water in the parkway during heavy rainfall events. This component is for design and permitting with construction occurring in 2015.	
PROJECT TITLE: Stream Habitat Restoration Program	\$ 340,000
LOCATION: Citywide	
Small habitat restoration projects for area streams. This project provides local funding for grant matches that are offered annually by a number of state and local agencies, private foundations, and other sources. Projects typically include adding large woody debris in the stream, removing invasive plants and installing native vegetation along banks, removing stream bank riprap and removing of floodplain fill. Large restoration projects, such as Confluence Park Restoration, are identified as separate projects.	
PROJECT TITLE: Annual Drainage Rehabilitation and Improvement Program	\$ 300,000
LOCATION: Citywide	
This project involves repair, replacement and improvement of storm drain pipes and culverts that are structurally deficient, may fail, and have associated high maintenance costs as well as having design deficiencies that could lead to local flood hazards. Project also involves construction of new small drainage projects to address drainage problems. Examples include replacement of rusted corrugated metal pipe culverts, repair of poorly built storm drains, addition of storm drains in areas where these facilities are needed, and drainage improvements to mitigate localized flooding problems.	

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Capital Project Descriptions (continued)

PROJECT TITLE: Issaquah Highlands Stormwater Capacity Improvements	\$ 260,000
LOCATION: Issaquah Highlands	
Improve the performance and operation/maintenance of the Issaquah Highland stormwater system. This includes changing orifice sizes and flow splitters to optimize the use of available detention storage, modifying base flow discharges to wetlands, adding shutoff valves at various structures to facilitate pond maintenance, and other minor physical improvements.	
PROJECT TITLE: Juniper Street Park Stream Habitat Restoration	\$ 130,000
LOCATION: Issaquah Creek at Juniper Street	
Stream restoration project on Issaquah Creek at the recently acquired Juniper Street Park (interim name of property until a permanent name is officially designated), including bank stabilization, instream habitat logs, removal of streambank rock and fill, and riparian vegetation restoration.	
PROJECT TITLE: W4 Ponds Perimeter Fencing	\$ 103,500
LOCATION: Highlands W4 Ponds	
Secure the perimeter of the retention ponds and provide maintenance access for the Highlands W4 Ponds with a four foot tall, 3,750-foot long decorative iron fence with four 16-foot double swing gates.	
PROJECT TITLE: Anti-aircraft Creek Culvert Replacement	\$ 88,000
LOCATION: Newport Way NW Near NW Oakcrest Drive	
Anti-Aircraft Creek is a small stream that originates on Cougar Mountain (near the old missile base), crosses under Newport Way and ends in Tibbetts Creek near the western end of NW Gilman Blvd. This stream carries a large amount of sediment during major rainfall events, filling the culvert under Newport Way and spilling water and debris over the roadway. This project proposes to install a larger box culvert under the road and construct a sediment retention facility to hold sediment and prevent flooding of the road. This component is for design with construction occurring in 2016.	

Stormwater Capital Projects Fund Ending Fund Balance Comparison



Internal Service Funds






Internal Service Funds account for the financing, on a cost-reimbursement basis, of goods and services provided by one department of the City to another department.

Also included is the City's one Expendable Trust Fund.

Internal Service Funds Overview

Internal Service Funds are used to account for the financing of services provided for other funds or departments of the City.


The City of Issaquah has four Internal Service funds which include:

-  Unemployment Insurance Accrued Benefit Fund
-  Insurance Fund
-  Medical Self Insurance Fund
-  Equipment Replacement Fund
-  PW Engineering Fund

Trust Funds (Expendable) Overview

Expendable trust funds are used to account for trusts where both principal and earnings on principal may be spent for the trust's intended purpose.

The City has one Expendable Trust Fund:

-  Ruth Kees Sustainable Environment Award Fund



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Unemployment Accrued Benefit Fund (505)

The City has chosen to self-insure for unemployment claims. Under this method, the City reimburses the Washington State Employment Security Department for claims paid and

chargeable to the City. This fund also can be used as a reserve to pay for accrued benefits earned and due employees leaving City employment.

Revenue Comparison

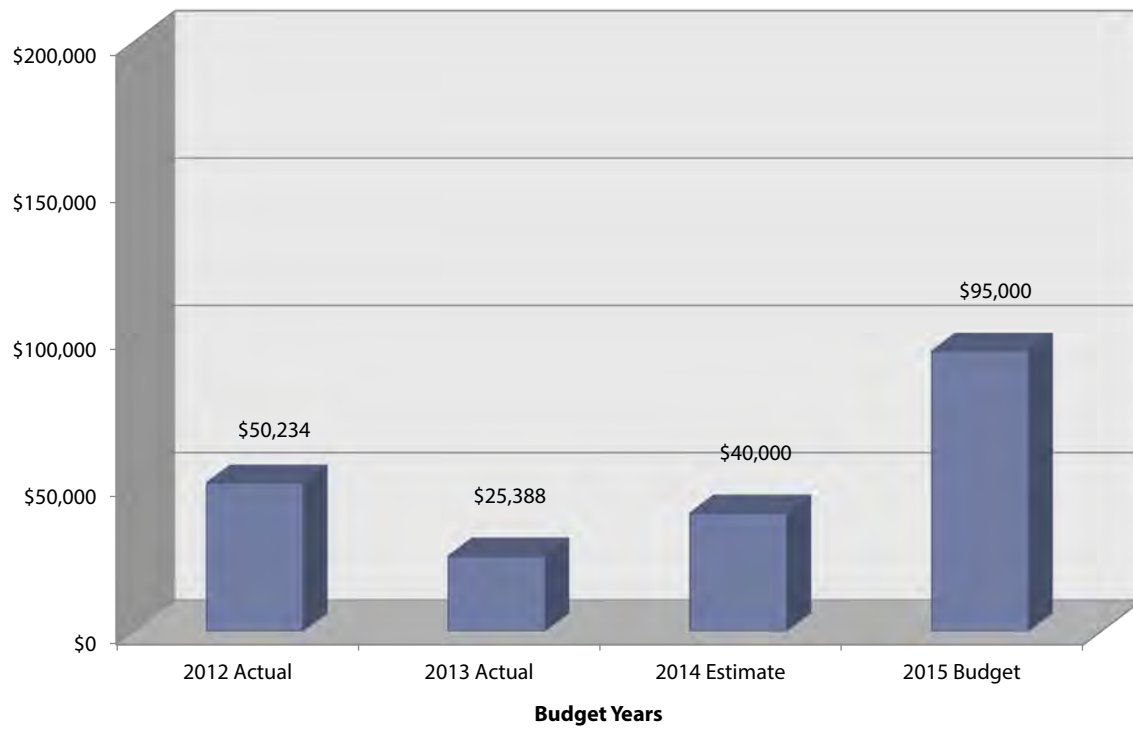
Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 60,333	\$ 83,083	\$ 88,816	\$ 48,966

Revenue Sources

Miscellaneous Revenue	-	-	150	-
Other Revenue Sources	54,000	65,000	-	80,000
Revenue Total	\$ 54,000	\$ 65,000	\$ 150	\$ 80,000
Fund Total	\$ 114,333	\$ 148,083	\$ 88,966	\$ 128,966

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel Benefits	\$ 25,517	\$ 70,000	\$ 40,000	\$ 95,000
Supplies & Equipment	-	-	-	50
Expenditure Total	\$ 25,517	\$ 70,000	\$ 40,000	\$ 95,050
Ending Fund Balance	88,816	78,083	48,966	33,916
Fund Total	\$ 114,333	\$ 148,083	\$ 88,966	\$ 128,966

Annual Unemployment Claims

Insurance Fund (510)

The purpose of this fund is to segregate out the insurance transactions of the City into a single fund. This fund will charge other funds for their appropriate share of insurance premiums for such things as liability, automotive, property and

uncovered claims. Over the years, it is hoped that this fund will be able to build up an adequate reserve to serve as a buffer against any unanticipated insurance claims.

Revenue Comparison

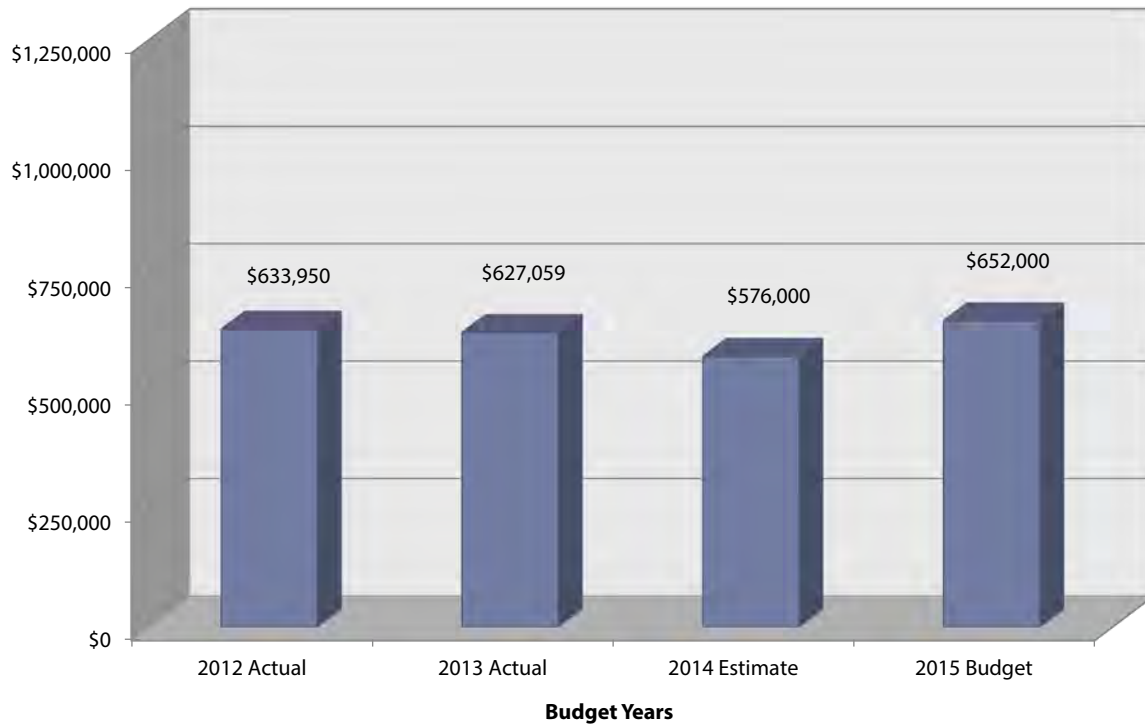
Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 633,950	\$ 870,070	\$ 870,231	\$ 822,236

Revenue Sources

Charges for Services	861,724	702,605	597,805	664,600
Miscellaneous Revenue	1,616	800	2,300	-
Revenue Total	\$ 863,340	\$ 703,405	\$ 600,105	\$ 664,600
Fund Total	\$ 1,497,290	\$ 1,573,475	\$ 1,470,336	\$ 1,486,836

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ -	\$ 72,250	\$ 72,100	\$ 74,800
Supplies & Equipment	-	-	-	758
Charges for Services	627,059	704,610	576,000	652,000
Expenditure Total	\$ 627,059	\$ 776,860	\$ 648,100	\$ 727,558
Ending Fund Balance	870,231	796,615	822,236	759,278
Fund Total	\$ 1,497,290	\$ 1,573,475	\$ 1,470,336	\$ 1,486,836

Annual Insurance Premiums

Medical Self Insurance Fund (511)

The Medical Self Insurance Fund was established to provide medical health coverage for employees of the City. Medical premiums received by the fund are used to pay claims for employees participating in the City's self-insured health care program, purchase "stop-loss" coverage for individual and

aggregate claims in excess of self-insured limits, and maintain reserves for the payment of future claims. The fund also accounts for expenditures related to eligible LEOFF I retirees' reimbursements of claims. The City's Wellness program is also included in this fund.

Revenue Comparison

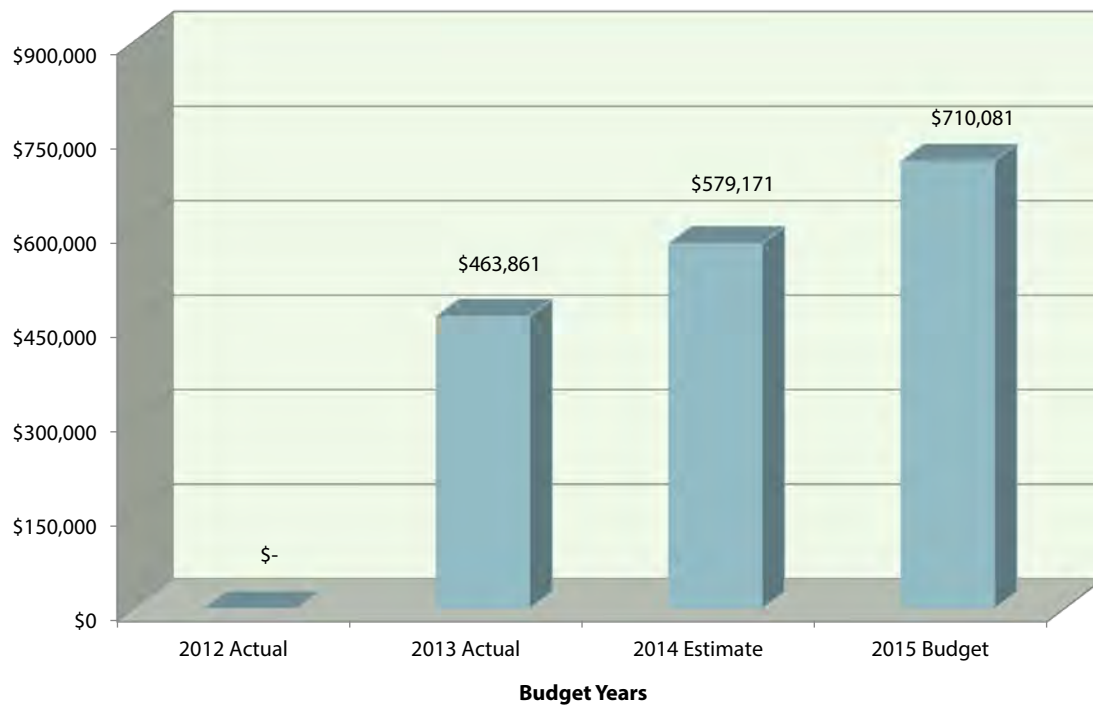
Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ -	\$ 183,150	\$ 463,861	\$ 579,171

Revenue Sources

Miscellaneous Revenue	3,408,150	3,944,050	3,831,110	3,917,000
Other Revenue Sources	-	94,500	-	-
Revenue Total	\$ 3,408,150	\$ 4,038,550	\$ 3,831,110	\$ 3,917,000
Fund Total	\$ 3,408,150	\$ 4,221,700	\$ 4,294,971	\$ 4,496,171

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel Benefits	\$ 2,936,076	\$ 3,972,430	\$ 3,702,650	\$ 3,766,490
Supplies & Equipment	-	-	-	3,600
Charges & Services	8,213	-	13,150	16,000
Expenditure Total	\$ 2,944,290	\$ 3,972,430	\$ 3,715,800	\$ 3,786,090
Ending Fund Balance	463,861	249,270	579,171	710,081
Fund Total	\$ 3,408,150	\$ 4,221,700	\$ 4,294,971	\$ 4,496,171

Medical Self Insurance Fund Ending Fund Balance Comparison

Equipment Rental and Replacement Fund (515)

The Equipment Rental and Replacement Fund manages the on-going maintenance and repair of vehicles and equipment. The fund also provides for the replacement of vehicles and equipment including technology necessary to serve the needs of the City.

Reserves are based upon asset life and are accumulated in the fund for the eventual replacement of vehicles and equipment.

Department Responsibilities:

The Public Works Operations Department administers the Equipment Rental and Replacement Fund. Within the department, the Fleet Management Group is responsible for the

efficient operations of the Fleet Maintenance shop, selection and coordination of outside vendors, repair maintenance, fueling system, acquisition and resale of vehicles.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 5,900,670	\$ 6,395,230	\$ 6,754,858	\$ 6,812,829

Revenue Sources

Charges for Services	2,344,376	2,334,446	2,314,446	2,439,200
Miscellaneous Revenue	59,063	38,000	39,625	27,820
Debt Service	412,500	412,500	412,500	412,500
Other Revenue Sources	158,895	-	770	-
Revenue Total	\$ 2,974,833	\$ 2,784,946	\$ 2,767,341	\$ 2,879,520
Fund Total	\$ 8,875,503	\$ 9,180,176	\$ 9,522,199	\$ 9,692,349

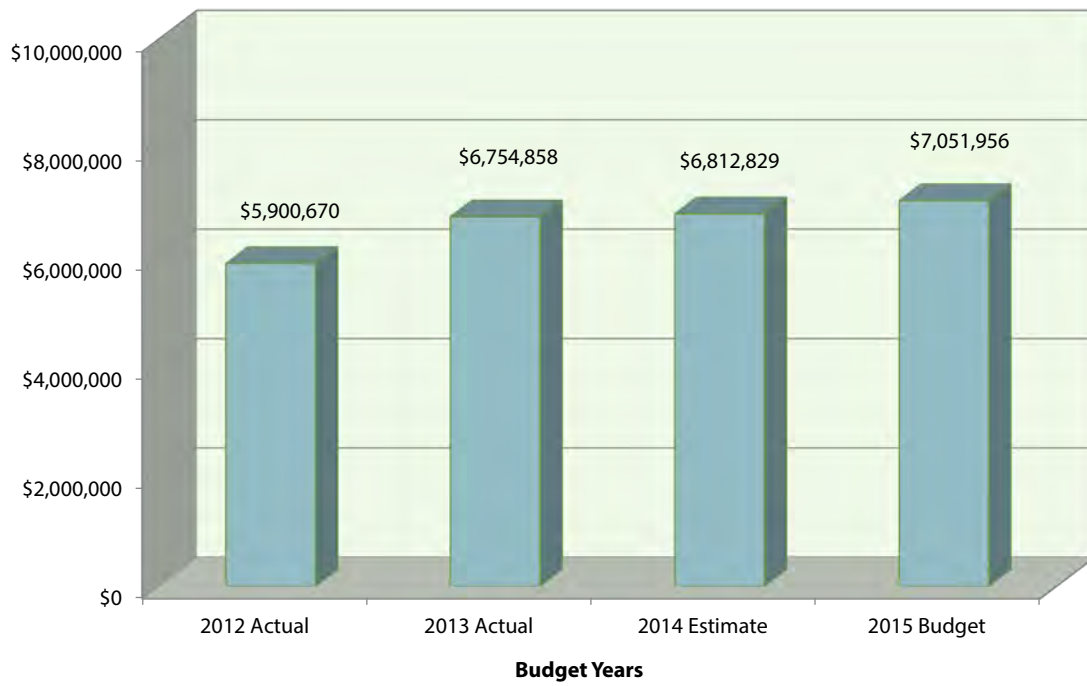
Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Personnel	\$ 526,516	\$ 573,830	\$ 548,400	\$ 565,100
Supplies & Equipment	542,023	568,750	546,880	549,543
Charges & Services	77,894	115,920	93,900	218,250
Intergovernmental Charges ¹	350,510	372,000	372,000	418,000
Capital Outlay	<u>623,703</u>	<u>1,852,000</u>	<u>1,148,190</u>	<u>889,500</u>
Expenditure Total	\$ 2,120,645	\$ 3,482,500	\$ 2,709,370	\$ 2,640,393
Ending Fund Balance	<u>6,754,858</u>	<u>5,697,676</u>	<u>6,812,829</u>	<u>7,051,956</u>
Fund Total	\$ 8,875,503	\$ 9,180,176	\$ 9,522,199	\$ 9,692,349

Capital Outlay – New and From Replacement Reserves

Equipment Rental and Replacement Fund	2015 Budget
Patrol Cars (2)	\$ 115,000
Aerator and Trailer - Parks	70,000
Utility Truck - Water	60,000
Police Motorcycle	55,000
Sedan - Executive	38,000
Fleet Maintenance Equipment	10,000
Mowing Attachment	6,500
<i>Technology Items</i>	
Financial System Upgrade	450,000
PC Workstations	60,000
IT Servers	<u>25,000</u>
Total Capital Items from Replacement Reserves	\$ 889,500

¹ Represents Fire Equipment replacement reserves.

Equipment Replacement Fund Ending Fund Balance Comparison

Engineering Services Fund (520)

The fund was eliminated as of January 1, 2014. All services related to transportation, utility design, development review, and environmental/resource

conservation services are now accounted for in the individual fund benefitted by the activity.

Revenue Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 581,182	\$ -	\$ 581,182	\$ 581,182
Fund Total	\$ 581,182	\$ -	\$ 581,182	\$ 581,182

Expenditure Comparison

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Ending Fund Balance	\$ 581,182	\$ -	\$ 581,182	\$ 581,182
Fund Total	\$ 581,182	\$ -	\$ 581,182	\$ 581,182

Ruth Kees Award – Sustainable Environment Fund (635)

The Ruth Kees Award – Sustainable Environment fund is an expendable trust fund established in 2009 from a \$30,000 trust donation from Ruth and Dan Kees. Expendable trust funds are used to account for trusts where both principal and earnings on principal may be spent for the trust's intended purpose.

The purpose of the Ruth Kees Award fund is to enable the City to continue to make an annual award in the aggregate sum of \$500 to an individual person or persons whose environmental activism on behalf of the community and areas affecting the Issaquah community deserve special recognition by the City. The award was established in 2003.

Ruth Kees Award Recipients

2003	Ruth Kees	2008	William Longwell
2004	Joanna Buehler and Janet Wall	2009	Harvey Manning
2005	Chrys Bertolotto	2010	Ted Thomsen
2006	David Kappler	2011	Maureen McCarry
2007	Ken Konigsmark	2012	Margaret Macleod

Revenue Comparisons

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Beginning Fund Balance	\$ 29,340	\$ 28,855	\$ 29,340	\$ 28,907

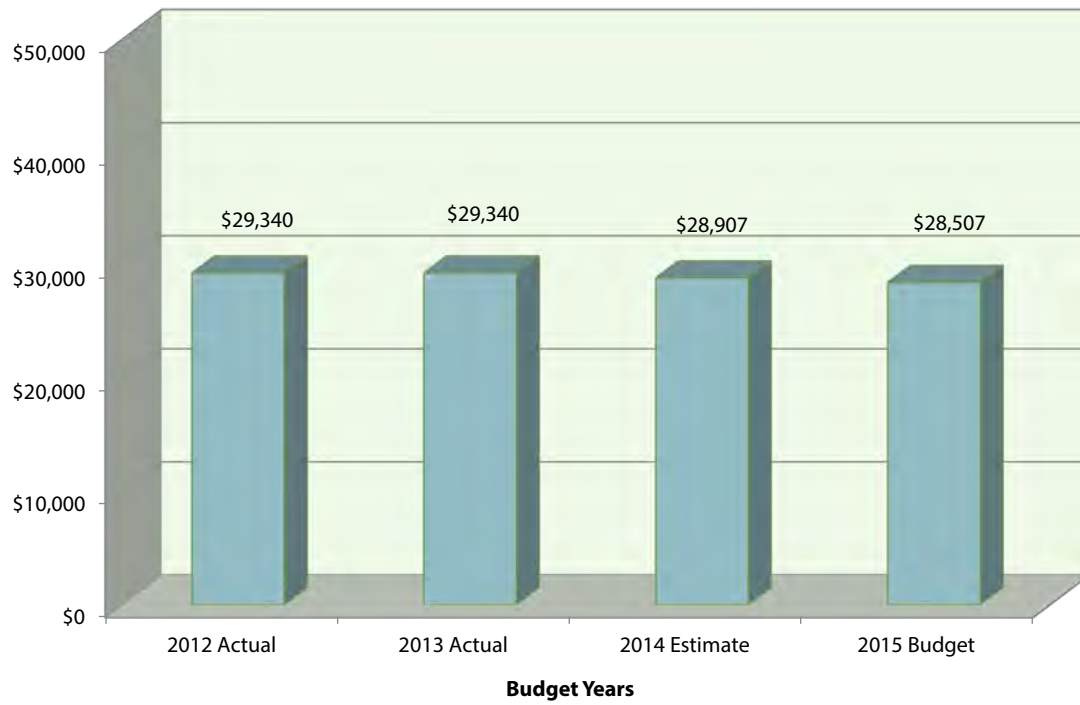
Revenue Sources

Miscellaneous Income	-	20	67	100
Revenue Total	\$ -	\$ 20	\$ 67	\$ 100
Fund Total	\$ 29,340	\$ 28,875	\$ 29,407	\$ 29,007

Expenditure Comparisons

Category	2013 Actual	2014 Budget	2014 Estimate	2015 Budget
Charges & Services	\$ -	\$ 500	\$ 500	\$ 500
Expenditure Total	\$ -	\$ 500	\$ 500	\$ 500
Ending Fund Balance	29,340	28,375	28,907	28,507
Fund Total	\$ 29,340	\$ 28,875	\$ 29,407	\$ 29,007

Ruth Kees Award - Sustainable Environment Fund Ending Fund Balance Comparison



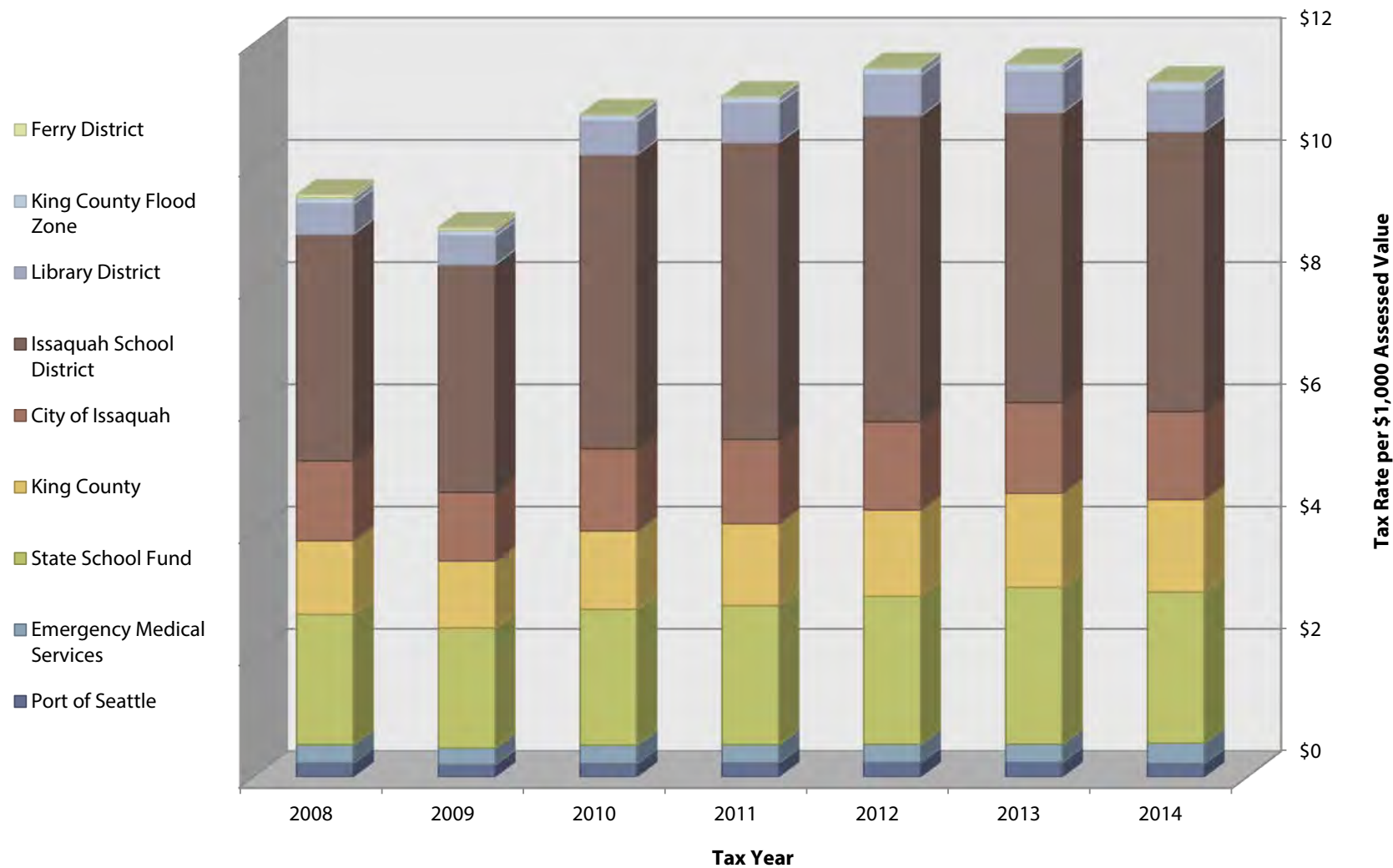
Supplemental Schedules

Supplemental Information includes other general and demographic information about Issaquah, historical trends and information about property taxes and debt, salary schedules for all bargaining groups, utility rates for the budget year and a Glossary of Budget-Related Terms.

Property Tax Levy Distribution

	2013	2014	2015 (Estimated)
Population	32,130	32,880	n/a
Assessed Valuation	\$ 5,755,559,143	\$ 6,248,859,080	\$ 7,519,278,365
Regular Tax Levy			
General Fund	\$ 7,076,973	\$ 7,501,104	\$ 7,735,334
Rate/\$1000	1.22963	1.20027	1.02873
G.O. Excess Bond Levies			
2001 Senior Center	123,000	120,000	-
2005 ITS Bonds/Police Station	520,000	517,000	516,000
2006 Park Bond	470,000	454,000	458,000
2009 Fire Station	335,000	332,000	337,000
2014 Park Bond	-	-	250,000
2014 Senior Center	-	-	104,000
Total	\$ 1,448,000	\$ 1,423,000	\$ 1,665,000
Rate/\$1,000	0.25294	0.23865	0.22143
Total Rate/\$1,000 of Assessed Value (Regular & Excess Levies)	1.48257	1.43892	1.25016

Property Tax Rate Comparison
(Rate per \$1,000 Assessed Value)



Property Tax History

Year	Tax Based Total Assessed Valuation ¹	% Inc. From Prior Year	New Construction	Annexed Property	Property Tax Statutory Limit (3.10/\$1,000)	Regular Property Tax Levied with 101% Lid ²	Regular Rate/\$1,000 Assessed Value	Excess Property Tax (Voted)	Voted Rate/\$1,000 Assessed Value	Total Rate/\$1,000 Assessed Value	Population
2015	\$ 7,519,278,365	20.3	\$ 132,652,993	\$ -	\$ 23,309,763	\$ 7,735,334	1.029	\$1,665,000	0.221	1.250	n/a
2014	6,249,508,316	8.6	125,001,463	-	19,373,476	7,501,104	1.200	1,423,000	0.239	1.439	32,880
2013	5,755,559,143	(1.20)	105,881,185	-	17,842,233	7,076,973	1.230	1,448,000	0.253	1.483	32,130
2012	5,825,625,221	(2.10)	173,500,360	254	18,059,438	6,970,724	1.194	1,448,000	0.249	1.443	31,150
2011	5,950,256,766	(1.7)	67,217,090	-	18,445,796	6,755,590	1.135	1,448,000	0.245	1.380	30,690
2010	6,055,526,752	(11.6)	72,542,397	551	19,244,464	6,673,445	1.089	1,568,000	0.257	1.346	30,434
2009	6,847,811,237	16.9	240,721,183	-	22,171,433	6,587,488	0.962	1,113,000	0.163	1.125	29,871
2008	5,855,908,029	32.6	260,113,271	715,044,947	18,738,905	6,226,500	1.060	1,389,000	0.246	1.306	29,010
2007	4,416,915,927	18.3	344,655,075	-	13,987,047	5,431,730	1.230	1,415,000	0.336	1.566	27,047
2006	3,734,157,054	11.9	298,793,972	-	11,725,253	4,665,900	1.250	943,190	0.313	1.563	21,864
2005	3,336,875,663	10.2	283,568,494	-	10,403,144	4,189,035	1.292	815,000	0.306	1.598	19,127
2004	3,027,362,027	19.6	220,502,608	233,766,450	9,408,771	3,786,877	1.272	886,000	0.366	1.638	17,385
2003	2,531,753,104	7.1	117,195,241	489,320	7,848,435	3,192,143	1.257	886,000	0.446	1.703	16,853
2002	2,362,934,287	18	246,774,701	-	7,325,096	2,994,880	1.267	891,000	0.481	1.748	14,189
2001	2,001,756,127	42.3	135,366,838	291,594,415	6,239,374	2,664,921	1.331	761,000	0.461	1.792	13,478
2000	1,407,065,148	12.2	74,342,491	-	4,361,902	2,078,361	1.477	761,000	0.544	2.021	11,212
1999	1,254,126,426	11.0	58,562,031	-	3,907,882	1,944,531	1.532	761,000	0.607	2.139	10,130

¹ Current year valuations are prior period assessments of real and personal properties. For example, assessments done in 2013 will not affect property tax rates until 2014.

² Changed to 101% Lid in 2002.

Tax Revenue by Source

<i>Fiscal Year</i>	<i>Sales Tax</i>	<i>Property Taxes</i>	<i>Utility Taxes</i>	<i>Business & Occupation Taxes</i>	<i>Real Estate Excise Tax</i>	<i>Other Taxes</i> ¹	<i>Total Taxes</i>
2015 ²	\$ 11,774,500	\$ 9,394,000	\$ 4,875,000	\$ 3,750,000	\$ 2,400,000	\$ 645,600	32,839,100
2014 ³	11,436,500	8,781,000	4,479,350	2,652,750	3,000,000	632,375	30,981,975
2013	11,177,854	8,493,677	4,445,759	2,526,199	3,127,867	481,306	30,252,662
2012	10,101,426	8,319,275	4,493,787	2,281,628	1,823,802	448,138	27,468,055
2011	11,234,025	8,165,544	4,218,572	2,569,882	1,601,288	424,076	28,213,387
2010	10,206,971	8,492,018	4,027,790	2,351,454	1,534,256	441,234	28,512,064
2009	9,375,219	7,599,892	4,191,704	2,356,705	1,603,752	414,856	25,542,128

Outstanding Interfund Loans

<i>Amount of Loan</i>	<i>Purpose</i>	<i>From</i>	<i>To</i>	<i>Term</i>	<i>12/31/2015 Outstanding Balance</i>
\$ 1,500,000	Debt Called-in (Ordinance #2622)	Equipment Replacement Fund	Stormwater Fund	12/31/2016	\$ 300,000
\$ 450,000	SR-900 Regional Trail (Ordinance #2626)	Equipment Replacement Fund	Street Improvement Fund	12/31/2015	\$0 ⁴

No new Interfund Loans are proposed for 2015.

¹ Includes Franchise, Contract, Gambling and Leasehold Excise Taxes

² 2015 Proposed revenue amounts.

³ 2014 Year-end estimates.

⁴ Loan will be paid off in 2015.

Regular Position Salary Schedules

ASA Employees Salary Schedule¹

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Administrative Support Assistant I	\$3,131	\$3,288	\$3,454	\$3,625	\$3,806	\$3,999	\$4,196
Administrative Support Assistant II	\$3,372	\$3,542	\$3,717	\$3,907	\$4,100	\$4,306	\$4,521
Administrative Support Assistant III	\$3,722	\$3,910	\$4,104	\$4,310	\$4,526	\$4,751	\$4,990
Administrative Support Assistant IV	\$4,215	\$4,421	\$4,644	\$4,874	\$5,118	\$5,378	\$5,645
Aquatics Maintenance Specialist	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Building Inspector I	\$4,536	\$4,763	\$5,002	\$5,250	\$5,512	\$5,789	\$6,078
Building Inspector II	\$5,008	\$5,256	\$5,521	\$5,795	\$6,087	\$6,389	\$6,710
Business Tax & Cash Control Coordinator	\$4,766	\$5,004	\$5,254	\$5,514	\$5,793	\$6,082	\$6,386
Code Compliance Officer	\$4,887	\$5,132	\$5,386	\$5,654	\$5,936	\$6,235	\$6,546
Construction Inspector I	\$4,536	\$4,763	\$5,002	\$5,250	\$5,512	\$5,789	\$6,078
Construction Inspector II	\$5,008	\$5,256	\$5,521	\$5,795	\$6,087	\$6,389	\$6,710
Construction Inspector, Senior	\$5,392	\$5,662	\$5,946	\$6,242	\$6,554	\$6,882	\$7,227
Construction Project Coordinator	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Custodian	\$3,131	\$3,288	\$3,454	\$3,625	\$3,806	\$3,999	\$4,196
Deputy City Clerk	\$4,650	\$4,882	\$5,124	\$5,384	\$5,651	\$5,933	\$6,232
Economic Development Specialist	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Emergency Preparedness Coordinator	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Engineer Technician, Senior	\$5,134	\$5,388	\$5,657	\$5,940	\$6,239	\$6,550	\$6,878
Facilities Maintenance Worker I	\$3,912	\$4,107	\$4,313	\$4,528	\$4,753	\$4,992	\$5,242
Facilities Maintenance Worker II	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Facilities Remodel Coordinator	\$4,650	\$4,882	\$5,124	\$5,384	\$5,651	\$5,933	\$6,232
Financial Data Specialist	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Fiscal Specialist I	\$3,817	\$4,008	\$4,206	\$4,415	\$4,640	\$4,869	\$5,113

¹ 2014 wages are listed as the bargaining group is in negotiations at the time of publication and 2014 rates will remain in effect until a new contract has been ratified.

ASA Employees Salary Schedule ¹ (cont.)

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Fiscal Specialist II	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Gardener	\$4,010	\$4,211	\$4,417	\$4,642	\$4,872	\$5,116	\$5,371
Lifeguard/Swim Instructor	\$2,701	\$2,836	\$2,977	\$3,127	\$3,283	\$3,448	\$3,620
Parks Irrigation Specialist	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Parks Maintenance Lead	\$4,428	\$4,647	\$4,878	\$5,121	\$5,380	\$5,647	\$5,931
Parks Maintenance Worker I	\$3,631	\$3,813	\$4,006	\$4,203	\$4,413	\$4,634	\$4,867
PC Technician I	\$3,912	\$4,107	\$4,313	\$4,528	\$4,753	\$4,992	\$5,242
PC Technician II	\$4,650	\$4,882	\$5,124	\$5,384	\$5,651	\$5,933	\$6,232
Permit Technician I	\$3,817	\$4,008	\$4,206	\$4,415	\$4,640	\$4,869	\$5,113
Permit Technician II	\$4,215	\$4,421	\$4,644	\$4,874	\$5,118	\$5,378	\$5,645
Project Accounting Technician	\$4,215	\$4,421	\$4,644	\$4,874	\$5,118	\$5,378	\$5,645
Recreation Aide	\$2,701	\$2,836	\$2,977	\$3,127	\$3,283	\$3,448	\$3,620
Recreation Leader	\$3,289	\$3,455	\$3,626	\$3,808	\$4,001	\$4,198	\$4,409
Recreation Specialist	\$4,010	\$4,211	\$4,417	\$4,642	\$4,872	\$5,116	\$5,371

¹ 2014 wages are listed as the bargaining group is in negotiations at the time of publication and 2014 rates will remain in effect until a new contract has been ratified.

Exempt Employees Salary Schedule

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Admin Office Supervisor	\$5,027	\$5,281	\$5,544	\$5,822	\$6,112	\$6,417
Aquatics Coordinator	\$5,027	\$5,281	\$5,544	\$5,822	\$6,112	\$6,417
Assistant To City Administrator	\$7,427	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481
Building Official	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956	\$10,454
City Administrator	\$12,099	\$12,707	\$13,341	\$14,007	\$14,709	\$15,445
City Administrator, Deputy	\$11,527	\$12,099	\$12,707	\$13,341	\$14,007	\$14,709
City Arborist/Horticulturalist	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
City Clerk	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191	\$8,601
City Permit & Licensing Superv	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Communications Coordinator	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Court Administrator	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956	\$10,454
Database Administrator	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Development Officer	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801
Deputy Development Services Director	\$9,481	\$9,956	\$10,454	\$10,976	\$11,527	\$12,099
Dir, Office Of Sustainability	\$9,956	\$10,454	\$10,976	\$1,127	\$12,099	\$12,707
Director, Development Services	\$10,976	\$11,527	\$12,099	\$12,707	\$13,341	\$14,007
Director, Econ Development	\$9,956	\$10,454	\$10,976	\$1,127	\$12,099	\$12,707
Director, Finance	\$10,976	\$11,527	\$12,099	\$12,707	\$13,341	\$14,007
Director, Human Resources	\$9,956	\$10,454	\$10,976	\$1,127	\$12,099	\$12,707
Director, Parks & Rec	\$10,454	\$10,976	\$11,527	\$12,099	\$12,707	\$13,341
Director, Police	\$10,976	\$11,527	\$12,099	\$12,707	\$13,341	\$14,007
Director, PW Engineering	\$10,976	\$11,527	\$12,099	\$12,707	\$13,341	\$14,007
Director, PW Operations	\$10,454	\$10,976	\$11,527	\$12,099	\$12,707	\$13,341
Economic Development Manager	\$7,075	\$7,427	\$7,801	\$8,191	\$8,601	\$9,030
Engineer II	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Engineer, Senior	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956
Engineer, Traffic Signal Ops	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956
Engineering Manager	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956	\$10,454
Environmental Science Assoc	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427

Exempt Employees Salary Schedule (cont.)

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Environmental Science Asst	\$5,281	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737
Events & Rental Facility Coord	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Executive Assist/Mayor	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Executive Assist/Police Admin	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Finance Director, Deputy	\$9,481	\$9,956	\$10,454	\$10,976	\$11,527	\$12,099
Financial Services Supervisor	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Fleet Manager	\$7,075	\$7,427	\$7,801	\$8,191	\$8,601	\$9,030
GIS Coordinator	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801
Human Resources Analyst	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Human Resources Manager	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956	\$10,454
Human Services Coordinator	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Information Systems Manager	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956
IT Systems/Network Analyst	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191	\$8,601
Jail Manager	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Judge (Part-Time)	\$10,454	\$10,976	\$11,527	\$12,099	\$12,707	\$13,341
Land Development Manager	\$8,601	\$9,030	\$9,481	\$9,956	\$10,454	\$10,976
Media Production Specialist	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Open Space Steward	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Parks & Rec Deputy Director	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956	\$10,454
Parks Division Manager	\$7,427	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481
Parks Planner	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Planner, Associate	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Planner, Senior	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Plans Examiner	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Police Chief, Deputy	\$9,481	\$9,956	\$10,454	\$10,976	\$11,527	\$12,099
Police Comm Supervisor	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Police Commander	\$8,601	\$9,030	\$9,481	\$9,956	\$10,454	\$10,976
Police IT Analyst & E-911/ GIS	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191

Exempt Employees Salary Schedule (cont.)

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Police Records Supervisor	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Police Sergeant	\$7,427	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481
Policy Planning Manager	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956
Project Manager	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481	\$9,956
Public Works Operation Manager	\$7,075	\$7,427	\$7,801	\$8,191	\$8,601	\$9,030
Recreation Coordinator	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Recreation Supervisor	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191	\$8,601
Risk Management Officer	\$5,281	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737
Senior Accountant	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Senior Tax Auditor	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Supervising Bldg Inspector	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801
Supervising Facility Maint Wkr	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Supervising Parks Maint Worker	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075
Support Services Manager	\$6,417	\$6,737	\$7,075	\$7,427	\$7,801	\$8,191
Sustainability Coordinator I	\$5,281	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737
Sustainability Coordinator II	\$5,822	\$6,112	\$6,417	\$6,737	\$7,075	\$7,427
Sustainability Program Mgr, Sr	\$7,427	\$7,801	\$8,191	\$8,601	\$9,030	\$9,481
Utility Services Program Cood	\$5,281	\$5,544	\$5,822	\$6,112	\$6,417	\$6,737

Non-Represented Employees Salary Schedule

Classification	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Human Resources Coordinator ¹	\$4,326	\$4,540	\$4,769	\$5,006	\$5,256	\$5,523	\$5,796
Municipal Court Clerk ²	\$3,822	\$4,014	\$4,214	\$4,426	\$4,646	\$4,879	\$5,124
Probation Officer	\$4,847	\$5,087	\$5,342	\$5,611	\$5,891	\$6,184	\$6,495

¹ Non-represented class

² Confidential/Excluded from representation per state law

Police Support Employees Salary Schedule¹

Classification	Step A	Step B	Step C	Step D	Step E	Step F
Corrections Officer	\$4,238	\$4,449	\$4,673	\$4,907	\$5,151	\$5,410
Corrections Transport Officer	\$4,673	\$4,909	\$5,155	\$5,411	\$5,683	\$5,966
Communications Specialist ²	\$22.55/hr	\$23.68/hr	\$24.86/hr	\$26.09/hr	\$27.39/hr	\$28.79/hr
Police Records Specialist	\$3,707	\$3,895	\$4,088	\$4,292	\$4,507	\$4,731
Police Records Support Specialist	\$3,895	\$4,088	\$4,292	\$4,507	\$4,731	\$4,967

Police Officers Salary Schedule

Classification Months of Service	Step A (0-6)	Step B (7-18)	Step C (19-30)	Step D (31-42)	Step E (43-54)	Step F (55-102)	Step G (103+)
Corporal	\$6,040	\$6,274	\$6,517	\$6,772	\$7,101	\$7,595	\$7,740
Police Officer	\$5,671	\$5,891	\$6,119	\$6,359	\$6,668	\$7,131	\$7,268

Public Works Operations Employees Salary Schedule

Classification	Entry	Step A	Step B	Step C	Step D	Step E	Step F
PW Shop Aide	\$2,796	\$2,943	\$3,095	\$3,257	\$3,427	\$3,604	\$3,788
PW Mechanic Aide	\$2,943	\$3,095	\$3,258	\$3,426	\$3,604	\$3,790	\$3,984
PW Maintenance Worker I	\$3,095	\$3,258	\$3,426	\$3,604	\$3,790	\$3,992	\$4,191
PW Maintenance Worker II	\$3,790	\$3,990	\$4,193	\$4,410	\$4,642	\$4,879	\$5,123
PW Mechanic	\$4,192	\$4,410	\$4,642	\$4,879	\$5,129	\$5,395	\$5,665
PW Maintenance Worker III	\$4,410	\$4,642	\$4,879	\$5,129	\$5,393	\$5,670	\$5,954
PW Signal Technician	\$4,639	\$4,872	\$5,116	\$5,359	\$5,625	\$5,906	\$6,204
PW Heavy Equipment Mechanic	\$4,642	\$4,879	\$5,129	\$5,393	\$5,670	\$5,960	\$6,258
PW Utilities Technician	\$4,742	\$4,978	\$5,226	\$5,489	\$5,763	\$6,051	\$6,354
PW Construction Technician	\$4,863	\$5,106	\$5,361	\$5,630	\$5,911	\$6,207	\$6,517
PW Mapping Technician	\$4,986	\$5,233	\$5,495	\$5,769	\$6,060	\$6,362	\$6,680
PW Sr. Signal Technician	\$5,116	\$5,359	\$5,625	\$5,906	\$6,204	\$6,514	\$6,837
PW Maintenance Worker, Senior Lead	\$5,190	\$5,452	\$5,723	\$6,010	\$6,311	\$6,625	\$6,958

¹ 2014 wages are listed as the bargaining group is in negotiations at the time of publication and 2014 rates will remain in effect until a new contract has been ratified.

² Communications Specialist is paid hourly based on a 2,184 hour work year.

Current Utility Rates

The City of Issaquah bills every other month for drinking water, sewer and stormwater. Variable usage rates are billed on a per ccf basis, with 1 ccf being equivalent to 748 gallons.

Water Rates^{1,2}

Single Family Residential

Meter Size	Fixed Charge	Block One 0 - 4 ccf	Block Two 5 - 14 ccf	Block Three 15 - 30 ccf	Block Four 31 - 50 ccf	Block Five > 50 ccf
¾"	\$25.56	\$1.65	\$3.93	\$7.30	\$11.89	\$17.10
1"	\$55.52	\$1.65	\$3.93	\$7.30	\$11.89	\$17.10
1-½"	\$104.14	\$1.65	\$3.93	\$7.30	\$11.89	\$17.10
2"	\$165.52	\$1.65	\$3.93	\$7.30	\$11.89	\$17.10
3"	\$354.46	\$1.65	\$3.93	\$7.30	\$11.89	\$17.10
4"	\$537.13	\$1.65	\$3.93	\$7.30	\$11.89	\$17.10
6"	\$1,038.04	\$1.65	\$3.93	\$7.30	\$11.89	\$17.10

Duplex²

Meter Size	Fixed Charge	Block One 0 - 8 ccf	Block Two 9 - 14 ccf	Block Three 15 - 40 ccf	Block Four > 40 ccf
¾"	\$31.36	\$2.37	\$4.01	\$6.46	\$9.59
1"	\$70.03	\$2.37	\$4.01	\$6.46	\$9.59
1-½"	\$133.17	\$2.37	\$4.01	\$6.46	\$9.59
2"	\$211.97	\$2.37	\$4.01	\$6.46	\$9.59

Apartments / Trailer Courts³

Commercial / Public Authority³

Meter Size	Block One Threshold (in ccf)	Block Two Threshold (in ccf)	Fixed Charge	Block One per ccf	Block Two per ccf	Fixed Charge	Block One per ccf	Block Two per ccf
¾"	0-8	>8	\$33.37	\$3.00	\$4.84	\$33.37	\$3.33	\$5.14
1"	0-20	>20	\$75.05	\$3.00	\$4.84	\$75.05	\$3.33	\$5.14
1-½"	0-40	>40	\$143.20	\$3.00	\$4.84	\$143.20	\$3.33	\$5.14
2"	0-64	>64	\$228.02	\$3.00	\$4.84	\$228.02	\$3.33	\$5.14
3"	0-128	>128	\$479.46	\$3.00	\$4.84	\$479.46	\$3.33	\$5.14
4"	0-200	>200	\$732.45	\$3.00	\$4.84	\$732.45	\$3.33	\$5.14
6"	0-400	>400	\$1,428.67	\$3.00	\$4.84	\$1,428.67	\$3.33	\$5.14

¹ Water rates were adopted with Ordinance #2627 and became effective 12/01/2011.

² Duplex – Fixed Charges are per dwelling unit for this classification. Rate structure shown assumes tenant billing. If duplex has a single meter and is owner billed, then the duplex would be billed as a single family residence.

³ Apartments/Trailer Courts, Commercial/Public Authority – Usage thresholds are per meter for this classification.

*Water Rates (cont.)*¹

Meter Size	Block One Threshold (in ccf)	Block Two Threshold (in ccf)	Parks Irrigation ²			Private Irrigation ²		
			Fixed Charge	Block One per ccf	Block Two per ccf	Fixed Charge	Block One per ccf	Block Two per ccf
¾"	0-8	>8	\$17.16	\$3.33	\$6.11	\$17.16	\$4.84	\$9.73
1"	0-20	>20	\$34.52	\$3.33	\$6.11	\$34.52	\$4.84	\$9.73
1-½"	0-40	>40	\$62.14	\$3.33	\$6.11	\$62.14	\$4.84	\$9.73
2"	0-64	>64	\$98.32	\$3.33	\$6.11	\$98.32	\$4.84	\$9.73
3"	0-128	>128	\$220.07	\$3.33	\$6.11	\$220.07	\$4.84	\$9.73
4"	0-200	>200	\$327.15	\$3.33	\$6.11	\$327.15	\$4.84	\$9.73
6"	0-400	>400	\$618.07	\$3.33	\$6.11	\$618.07	\$4.84	\$9.73

*Sewer Rates*³

Customer Classification	Fixed Monthly (City Portion)	Fixed Monthly (METRO Portion)	Usage Cost per ccf	Minimum Monthly Charge
Single Family Residential	\$1.73	\$39.79	\$2.17	\$50.20
Multi-Family Residential/Duplexes	\$1.73		\$7.48 (\$5.31 for METRO)	\$47.36
Commercial/Trailers/ Public Authority	\$1.73		\$7.48 (\$5.31 for METRO)	\$47.36

*Stormwater Rates*⁴

Customer Classification	Rate
All Undeveloped Parcels	\$84.48 per parcel/year - \$14.08 bi-monthly
Residential Developed	\$168.96 per parcel/year - \$28.16 bi-monthly
Non-Residential Developed	\$168.96 per ESU/year; 1.0 ESU minimum

¹ Water rates were adopted with Ordinance #2627 and became effective 12/01/2011.² Parks Irrigation and Private Irrigation usage thresholds are per meter for this classification.³ The City portion of sewer rates was adopted with Ordinance #2379, becoming effective 11/01/2003. The METRO portion of sewer rates was increased with Ordinance #2653, becoming effective 12/01/2012.⁴ Stormwater rates were adopted with Ordinance #2527 and became effective 06/01/2008.

Miscellaneous Data

Date of Incorporation	April 27, 1892
Form of Government	Mayor and Council (part-time) Non-Charter Code City Congressional District: 8 th Legislative District: 41 st and 5 th
Parks & Playgrounds	Berntsen Park - 2 Acres Black Nugget Park - 2.3 Acres Centennial Park - 0.5 Acres Central Park - 40 Acres Community Center Park - 4 Acres Confluence Park Cornick Park— 0.25 Acres Cougar Mountain ¹ Depot Park—3 Acres Emily Darst Park - 11.8 Acres Gibson Park - 1 Acre Gilman Boulevard Parkway—11 Acres Grand View Park - 4 Acres Harvey Manning Park @ Talus - 10 Acres Hillside Park - 20 Acres Lake Sammamish State Park - 435 Acres ² Lake Tradition - 463 Acres Meerwood Park - 1.69 Acres Mine Hill Park - 5 Acres Squak Mountain ¹ Squak Valley Park - 23.5 Acres Tibbetts Creek Manor - 5.5 Acres Tibbetts Valley Park - 30 Acres Tiger Mountain ¹ Timberlake Park - 24 Acres Veteran's Memorial Park - 4 Acres Walen Hill Park - 2 Acres
Park/Recreation Indoors	Julius Boehm Swimming Pool Community Center Pickering Barn Tibbetts Creek Manor
Library	King County Library
Newspaper	Issaquah Press, Weekly Issaquah - Sammamish Reporter Weekly
Schools	2 Elementary Schools 1 Middle School 1 High School Mountain View Alternative School
Banks	American West Bank

¹ Part of 20,000 acres of Open Space

² Located adjacent to City limits.

	Bank of America
	Capital One Bank
	Chase
	First Mutual Bank
	Issaquah Community Bank
	Key Bank
	Opus Bank
	Sterling Savings Bank
	U.S. Bank
	Washington Federal
	Wells Fargo
Credit Union	Harborstone Credit Union
	Boeing Employees Credit Union

Glossary of Budget-Related Terms and Acronyms

ADA	Americans with Disabilities Act.
BARS	The State of Washington Budgeting, Accounting and Reporting System required for all governmental entities in the State of Washington.
Benefits	City-paid benefits provided for employees such as Social Security, PERS retirement, Worker's Compensation, life insurance, medical and dental insurance.
Capital Facilities Plan (CFP)	The plan or schedule of project expenditures for public facilities and infrastructure (buildings, roads, etc.), with estimated project costs, sources of funding and timing of work over a six-year period. For financial planning and general management, the capital program is presented as a plan of work and proposed expenditures, and is the basis for annual appropriation requests and bond issues.
Capital Outlay	Fixed assets which have a value of \$5,000 or more and have a useful economic lifetime of more than three years or assets of any value, if the nature of the item under consideration is such that it must be controlled for custody purposes as a fixed asset.
Charges for Services	A revenue category that includes a charge for a specific service. These primarily include park recreation fees, law enforcement services, zoning fees, and other miscellaneous fees.
CHNW	City Hall Northwest.
Councilmanic Bonds	Councilmanic bonds refer to bonds issued with the approval of the Council, as opposed to voted bonds, which must be approved by vote of the public. Councilmanic bonds must not exceed 1.5 percent of the assessed valuation of the city.
Debt Service	The annual payment of principal and interest on the City's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as public buildings, parks, roads, storm sewers, and water system improvements.
DNR	Washington State Department of Natural Resources.
DSD	City of Issaquah Development Services Department.
EDD	City of Issaquah Economic Development Department.
Fines and Forfeitures	Revenue category that primarily includes court, police, traffic and parking fine forfeitures.
GAAFR	"Governmental Accounting, Auditing and Financial Reporting." The "blue book" published by the Municipal Finance Officers Association (now the Government Finance Officers Association) to provide detailed guidance for the application of accounting principles for governments.

GAAP	Generally Accepted Accounting Principles are standards used for accounting and reporting used for both private industry and governments.
GASB	Government Accounting Standards Board established in 1985 to regulate the rules and standards for all governmental units.
General Obligation Bonds	Bonds for which the full faith and credit of the ensuing government are pledged for payment.
Intergovernmental Revenue	Revenue from other governments primarily shared State revenue from auto excise tax, liquor profits and tax, and emergency medical services.
LEOFF	Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.
Licenses and Permits	Revenue category that includes building permits, business and amusement licenses and any other miscellaneous license or permit.
L.I.D.	Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.
Net Budget	The net budget eliminates double-counting in the budget, such as fund transfers. The net budget represents the true level of spending in the budget.
PERS	Public Employees Retirement System provided for employees other than Police and Fire by the State of Washington.
Preliminary Budget	The recommended and unproved City budget submitted to the City Council and public in October of each year.
Reserves (Fund)	The unencumbered year-end balance of revenue less expenditures in governmental funds.
Revenue	Income received by the City in support of our program of services to the community. It includes such items as property taxes, fees, user charges, grants, and fines. Interest income and miscellaneous revenue.
Salaries and Wages	A majority of City employees are paid a monthly salary based on an annual standard work year consisting of 2,080 hours. Some types of positions are paid hourly wages based on the prevailing wage scale.
Supplemental Appropriation	An appropriation approved by the Council after the initial budget appropriation. Council approves supplemental appropriations during the year and budget amendment ordinances are approved mid-year and year-end.

User Charges

The amount the government receives for the provision of services and commodities or the performance of specific services benefiting the person charged. User charges tend to be voluntary in nature, in contrast to mandatory property and income taxes. Citizens only pay user charges when a specific service is received.

Working Capital

The year-end balance of current assets less current liabilities in the Enterprise and Internal Service Funds. The unencumbered balance at year-end is available for appropriation in the next year's budget.



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